



Software • Training • Support

Hide zero rows

Did you know that you can compress a layout to only show the rows that contain values?

Why would you want to do this?

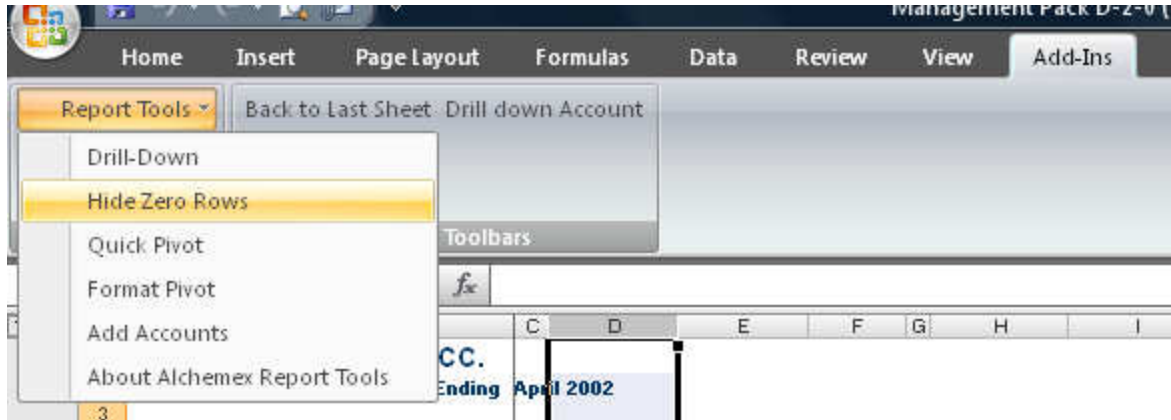
If you have a large general ledger with lots of GL codes and many of them have no balances posted against them, you don't want them to clutter up reports that you may have.

How do I do this?

1. Run out your report from the report manager
2. Select the column that you want to hide the zeroes from

	C	D	E	F	G	H	I	J	K	L
	April 2002									
	Current Month			YTD						
	Actual	Budget	Var%	Actual	Budget	Var%				
	276 963.33	340 000.00	-23%	1327 437.53	1490 500.00	-12%				
	276 963.33	340 000.00	-23%	1327 437.53	1490 500.00	-12%				
	215 321.23	200 000.00	-7%	859 157.94	760 000.00	-12%				
	219 100.24	200 000.00	-9%	839 630.29	760 000.00	-9%				
	-3 779.01		-100%	19 527.65		-100%				
	61 642.10	140 000.00	-127%	468 279.59	730 500.00	-56%				
	47 281.64	78 760.00	67%	283 181.46	356 670.00	26%				
					3 500.00					
				930.15		-100%				
				637.01		-100%				
	606.69		-100%	4 218.62	1800.00	-57%				
	501.19	60.00	-88%	984.05	240.00	-76%				
	384.89	1500.00	290%	14 981.25	25 000.00	67%				
		500.00		4 134.00	6 500.00	57%				
	289.38	500.00	73%	545.69	1300.00	138%				
				5 749.36	10 200.00	77%				
	95.51	500.00	424%	4 552.20	7 000.00	54%				
	567.10	200.00	-65%	1 611.18	1 700.00	6%				
				378.40	300.00	-21%				
				1 026.61		-100%				
	412.40	500.00	45%	1 721.99	2 000.00	100%				

3. Select the hide zero rows option from the add-ins->report tools menu



4. Confirm or change the column details when prompted and see how the rows are compressed to display a schedule that is compact and shows only relevant data.
5. Note that the rows are hidden, and not deleted so if subsequent journals are posted to accounts that did not have values before, these will not be lost.

As easy as that!