



Make The Most of Your Matrix

Published on September 11, 2016



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When working with long documents such as sales order with multiple lines, reviewing the document lines by scrolling down is inconvenient. To make work more efficient and user-friendly, you can maximize the matrix to the size of the document window.

All you need to do is click the icon at the top right corner of the matrix, or choose the option “Maximize/Restore Grid” from the context menu:

Sales Order

Customer: C20000, Name: Maxi-Teq, Contact Person: Norm Thompson, BP Currency: GBP, No.: 385, Status: Open, Posting Date: 04.09.16, Document Date: 04.09.16

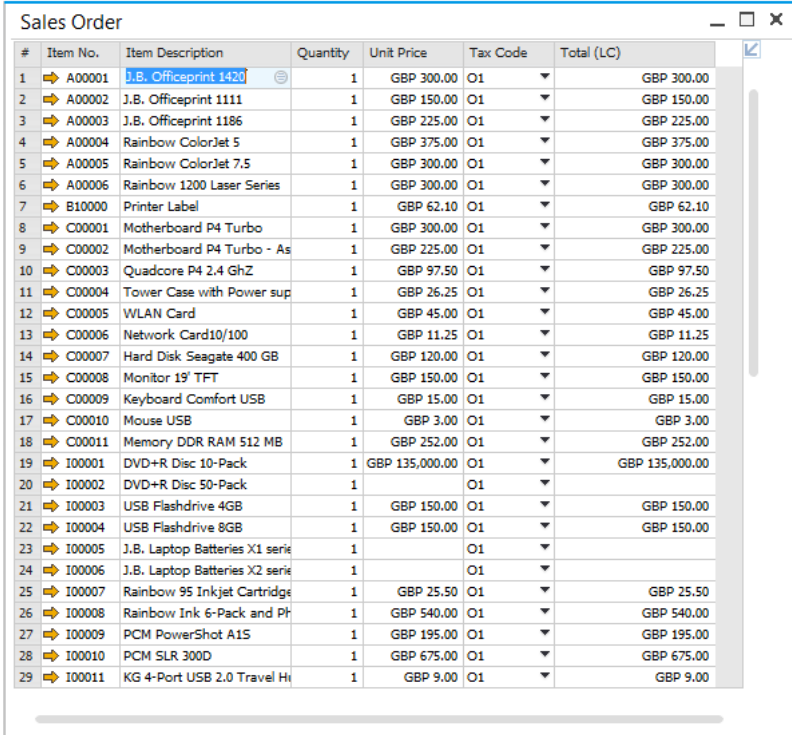
#	Item No.	Item Description	Quantity	Unit Price	Tax Code	Total (LC)
1	A00001	J.B. Officeprint 1420	1	GBP 300.00	O1	GBP 300.00
2	A00002	J.B. Officeprint 1111	1	GBP 150.00	O1	GBP 150.00
3	A00003	J.B. Officeprint 1186	1	GBP 225.00	O1	GBP 225.00
4	A00004	Rainbow ColorJet 5	1	GBP 375.00	O1	GBP 375.00
5	A00005	Rainbow ColorJet 7.5	1	GBP 300.00	O1	GBP 300.00
6	A00006	Rainbow 1200 Laser Series	1	GBP 300.00	O1	GBP 300.00
7	B10000	Printer Label	1	GBP 62.10	O1	GBP 62.10
8	C00001	Motherboard P4 Turbo	1	GBP 300.00	O1	GBP 300.00
9	C00002	Motherboard P4 Turbo - As	1	GBP 225.00	O1	GBP 225.00

Sales Employee: Sales Manager

Total Before Discount: GBP 145,461.60
 Discount: %
 Freight: GBP 0.00
 Tax: GBP 24,946.68
 Total: GBP 170,408.28

Buttons: Add, Cancel, Copy From, Copy To

You can now review many more lines at once, without scrolling down so many times:



#	Item No.	Item Description	Quantity	Unit Price	Tax Code	Total (LC)
1	A00001	J.B. Officeprint 1420	1	GBP 300.00	O1	GBP 300.00
2	A00002	J.B. Officeprint 1111	1	GBP 150.00	O1	GBP 150.00
3	A00003	J.B. Officeprint 1186	1	GBP 225.00	O1	GBP 225.00
4	A00004	Rainbow ColorJet 5	1	GBP 375.00	O1	GBP 375.00
5	A00005	Rainbow ColorJet 7.5	1	GBP 300.00	O1	GBP 300.00
6	A00006	Rainbow 1200 Laser Series	1	GBP 300.00	O1	GBP 300.00
7	B10000	Printer Label	1	GBP 62.10	O1	GBP 62.10
8	C00001	Motherboard P4 Turbo	1	GBP 300.00	O1	GBP 300.00
9	C00002	Motherboard P4 Turbo - As	1	GBP 225.00	O1	GBP 225.00
10	C00003	Quadcore P4 2.4 GhZ	1	GBP 97.50	O1	GBP 97.50
11	C00004	Tower Case with Power sup	1	GBP 26.25	O1	GBP 26.25
12	C00005	WLAN Card	1	GBP 45.00	O1	GBP 45.00
13	C00006	Network Card10/100	1	GBP 11.25	O1	GBP 11.25
14	C00007	Hard Disk Seagate 400 GB	1	GBP 120.00	O1	GBP 120.00
15	C00008	Monitor 19" TFT	1	GBP 150.00	O1	GBP 150.00
16	C00009	Keyboard Comfort USB	1	GBP 15.00	O1	GBP 15.00
17	C00010	Mouse USB	1	GBP 3.00	O1	GBP 3.00
18	C00011	Memory DDR RAM 512 MB	1	GBP 252.00	O1	GBP 252.00
19	I00001	DVD+R Disc 10-Pack	1	GBP 135,000.00	O1	GBP 135,000.00
20	I00002	DVD+R Disc 50-Pack	1		O1	
21	I00003	USB Flashdrive 4GB	1	GBP 150.00	O1	GBP 150.00
22	I00004	USB Flashdrive 8GB	1	GBP 150.00	O1	GBP 150.00
23	I00005	J.B. Laptop Batteries X1 serie	1		O1	
24	I00006	J.B. Laptop Batteries X2 serie	1		O1	
25	I00007	Rainbow 95 Inkjet Cartridge	1	GBP 25.50	O1	GBP 25.50
26	I00008	Rainbow Ink 6-Pack and Ph	1	GBP 540.00	O1	GBP 540.00
27	I00009	PCM PowerShot A15	1	GBP 195.00	O1	GBP 195.00
28	I00010	PCM SLR 300D	1	GBP 675.00	O1	GBP 675.00
29	I00011	KG 4-Port USB 2.0 Travel H	1	GBP 9.00	O1	GBP 9.00

To restore the view so the complete document is displayed, click the icon again. Note that this option is available in most of the matrixes in SAP Business One, including reports, “List of ...” windows and form settings windows.

Available since SAP Business One 9.1, version for SAP HANA and SAP Business One 9.1 (the icon at the top right corner was added in SAP Business One 9.2).

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