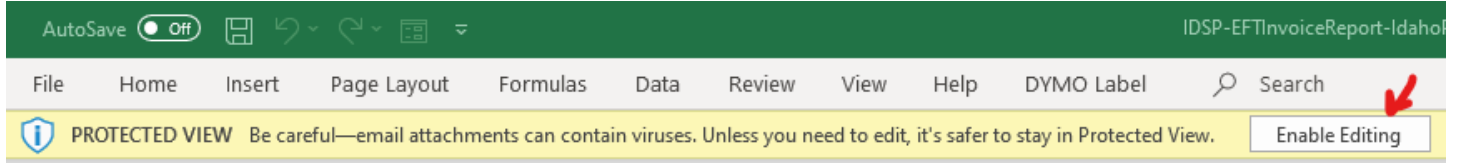
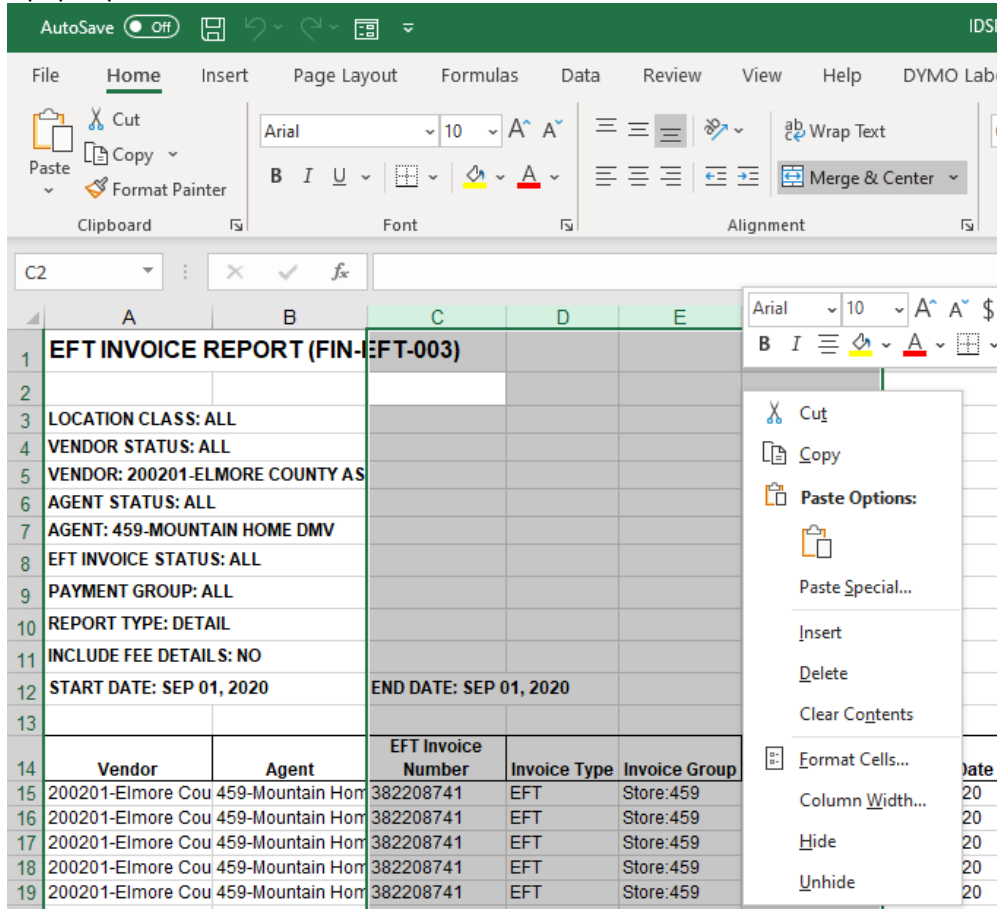


Filtering Excel Reports

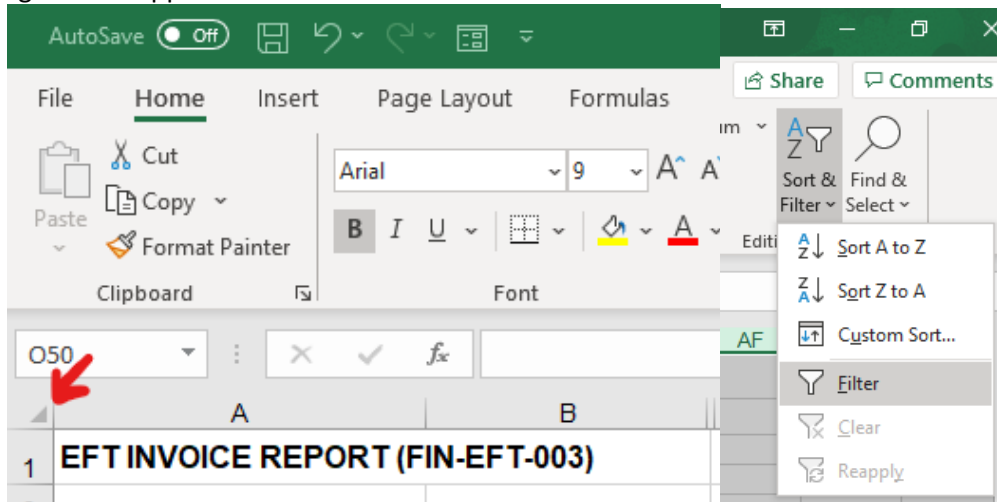
If report is in PROTECTED VIEW you will need to Enable Editing.



You can hide (or delete) unnecessary columns by highlighting the columns, clicking the right mouse button and choosing from the menu that pops up.



You can adjust column size as needed if column is too small. You can Filter as needed. Highlight the entire page by clicking on the triangle in the upper left-hand corner and click on Filter to add filters to columns.



To sort, highlight rows to sort, including header row. Click on Custom Sort. Then choose sort options. You can list multiple sort options by clicking + Add Level. After choosing your options, click ok to sort data.

Vendor	Agent	Invoice Date	Period End Date	Posted Date	Product Code	Product	Qty	Amount	Deducted Vendor Fee	Net Amount
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 14, 2020	V01	Boat Registration	1.00	\$37.50	\$1.50	\$36.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 14, 2020	V01	Boat Registration	1.00	\$47.50	\$1.50	\$46.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 17, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 17, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 18, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 18, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 18, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 19, 2020	V01	Boat Registration	1.00	\$35.50	\$1.50	\$34.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 19, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 21, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 21, 2020	V01	Boat Registration	1.00	\$47.50	\$1.50	\$46.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 24, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 24, 2020	V01	Boat Registration	1.00	\$50.50	\$1.50	\$49.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 24, 2020	V05	Resident OHV	1.00	\$13.50	\$1.50	\$12.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 24, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 25, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 25, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 25, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 25, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 26, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 27, 2020	V01	Boat Registration	1.00	\$35.50	\$1.50	\$34.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V01	Boat Registration	1.00	\$4.50	\$1.50	\$3.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V01	Boat Registration	1.00	\$34.50	\$1.50	\$33.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V01	Boat Registration	1.00	\$34.50	\$1.50	\$33.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$13.50	\$1.50	\$12.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 31, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 31, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 13, 2020	V01	Boat Registration	1.00	\$4.50	\$1.50	\$3.00
200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 14, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
Grand Total								\$581.00	\$52.50	\$528.50

Share Comments

Sort & Filter

- Sort A to Z
- Sort Z to A
- Custom Sort...
- Filter
- Clear
- Reapply

Sort

+ Add Level - Delete Level Copy Level Options... My data has headers

Column	Sort On	Order
Sort by Vendor	Cell Values	Z to A
Vendor		
Agent		
EFT Invoice Number		
Invoice Type		
Invoice Group		
EFT Invoice Status		
Invoice Date		
Period End Date		
Expected Transmission Date		
Last Transmission Date		
Posted Date		
Order Number		

OK Cancel

For example: with the options chosen, data will first sort by the Product, then Posted Date, and finally by Order Number.

Column	Sort On	Order
Sort by Product	Cell Values	A to Z
Then by Posted Date	Cell Values	A to Z
Then by Order Number	Cell Values	A to Z

Agent	Invoice Date	Period End Date	Posted Date	Product Code	Product	Qty	Amount	Deducted Vendor Fee	Net Amount
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 13, 2020	V01	Boat Registration	1.00	\$4.50	\$1.50	\$3.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 14, 2020	V01	Boat Registration	1.00	\$37.50	\$1.50	\$36.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 14, 2020	V01	Boat Registration	1.00	\$47.50	\$1.50	\$46.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 19, 2020	V01	Boat Registration	1.00	\$35.50	\$1.50	\$34.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 21, 2020	V01	Boat Registration	1.00	\$47.50	\$1.50	\$46.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 24, 2020	V01	Boat Registration	1.00	\$50.50	\$1.50	\$49.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 27, 2020	V01	Boat Registration	1.00	\$35.50	\$1.50	\$34.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V01	Boat Registration	1.00	\$4.50	\$1.50	\$3.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V01	Boat Registration	1.00	\$34.50	\$1.50	\$33.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V01	Boat Registration	1.00	\$34.50	\$1.50	\$33.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 13, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 14, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 17, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 17, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 18, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 18, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 18, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 19, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 21, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 24, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 24, 2020	V05	Resident OHV	1.00	\$13.50	\$1.50	\$12.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 24, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 25, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 25, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 25, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 25, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 26, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$13.50	\$1.50	\$12.00
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 28, 2020	V05	Resident OHV	1.00	\$3.00	\$1.50	\$1.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 31, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
tain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 31, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
Grand Total							\$581.00	\$52.50	\$528.50

Save As

Print

Share


Export

Publish


Close


Account


Settings


 **Print Active Sheets**
Only print the active sheets


Pages: to


 **Print One Sided**
Only print on one side of th...


 **Collated**
1,2,3 1,2,3 1,2,3


 **Landscape Orientation**


 **8 1/2x11**
8.5" x 11"


 **Last Custom Margins Setting**
Top: 0.25" Bottom: 0.25" Lef...

 **Fit All Columns on One Page**
Shrink the printout so that it...

 **No Scaling**
Print sheets at their actual size

 **Fit Sheet on One Page**
Shrink the printout so that it fits on one page

 **Fit All Columns on One Page**
Shrink the printout so that it is one page wide

 **Fit All Rows on One Page**
Shrink the printout so that it is one page high

Custom Scaling Options...

Once you have made all your adjustments and want to print the report. Choose your print settings. I usually choose the Narrow setting for margins and Fit All Columns on One Page.

If you have not hidden or deleted any columns and you choose any of the Fit All or Fit Sheet on One Page options for printing it won't matter what size font you have chosen, it will shrink everything to fit on one page.