Filtering Excel Reports

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

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

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1	EFT INVOICE F	REPORT (FIN-I	EFT-003)			В I 🗏 🖓 ~ 🛛	A - 🗄 -
2							
3	LOCATION CLASS: A	LL				🔏 Cu <u>t</u>	
4	VENDOR STATUS: A	LL					
5	VENDOR: 200201-EL	MORE COUNTY AS					
6	AGENT STATUS: ALL	-				Paste Option	s:
7	AGENT: 459-MOUNT	AIN HOME DMV				r ^c n	
8	EFT INVOICE STATU	S: ALL					
9	PAYMENT GROUP: A	LL				Paste <u>S</u> pecial	
10	REPORT TYPE: DETA	ML.				Insert	
11	INCLUDE FEE DETAIL	S: NO				insert	
12	START DATE: SEP 01	1, 2020	END DATE: SEP (01, 2020		<u>D</u> elete	
13						Clear Co <u>n</u> tent	s
			EFT Invoice			E Format Calls	
14	Vendor	Agent	Number	Invoice Type	Invoice Group	Pormat Cells)ate
15	200201-Elmore Cou	459-Mountain Hom	382208741	EFT	Store:459	Column <u>W</u> idth	h 20
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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.

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1 EFT INVOICE REPORT (FIN-EFT-003)		Reapply

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.

2		А	В	G	Н	K	Μ	N	0	R	S	U
1	11	INCLUDE FEE DETAILS: NO										
	12	2 START DATE: SEP 01, 2020		END DATE: SEP 01, 2020								
4	13											
t	14	Vendor	Agent	Invoice Date	Period End Date	Posted Date	Product Code	Product	Qty	Amount	Deducted Vendor Fee	Net Amount
-	15	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
	16	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
s	17	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
	18	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
	19	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
	20	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
	21	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
	22	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
	23	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
	24	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
	25	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
	26	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
	27	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
	28	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
	29	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
	30	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
	31	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
	32	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
	33	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
	34	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
	35	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
	36	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
	37	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
tat	38	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
	39	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
	40	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
	41	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
ıp	42	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
	43	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
	44	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
	45	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
	46	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
eta	47	200201-Elmore County Assessor	459-Mountain Home DMV	Sep 1, 2020	Aug 31, 2020	Aug 13, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
	48	200201-Elmore County Assessor	459-Mountain Homé DMV	Sep 1, 2020	Aug 31, 2020	Aug 13, 2020	V01	Boat Registration	1.00	\$4.50	\$1.50	\$3.00
	49	200201-Elmore County Assessor	459-Mountain Homé DMV	Sep 1, 2020	Aug 31, 2020	Aug 14, 2020	V05	Resident OHV	1.00	\$12.00	\$1.50	\$10.50
	50						Grand 10	nai		\$581.00	\$5∠.50	\$528.50
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For example: with the options chosen, data will first sort by the Product, then Posted Date, and finally by Order Number.

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Agent	Invoice Date	Date	Dostod Date	Code	Droduct	Otv	Amount	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 To	tal		\$581.00	\$52.50	\$528.50



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.