How to Filter values:



In Design mode, highlight the column values you want to filter and with a right mouse click select Filter/Add Filter

		Linking	•						
Sponsor		Assign Reference		PBIL		Operating Budget	Sum Grant Expenditures		
AMERICAN ACADEMY OF NEUROLOGY	Ŧ	Drill	•	150,000.00		0.00	27,824.		
		Group							
HOFFMAN-LA ROCHE	7	Filter	•	7	Add Filte	er	1,229.:		
DEPARTMENT OF THE ARMY	đЪ	Ranking	,	Þ	(,392.)				
RESEARCH TO PREVENT BLINDNESS	₹↓	Sort	•	¥	,215.				
MICHIGAN STATE UNIVERSITY	-1	Break	•		Filter by	a New Input Control			
		Hide	•						
APPLIED GENETIC TECHNOLOGIES, CORP.		Formatting Rules	•	202,960.00		0.00	5,393.		
UNITED STATES-ISRAEL BINATIONAL SCIENCE FOUNDATION		Text	•			30,722.00	0.)		

Highlight a value to filter and move it over to the right, then Apply and OK



To see any existing filters on existing tabs or to edit you can see them by choosing the Document Structure and Filters icon to the far left. Once found you can left double click over the filter to edit.

How to sort rows:



In Design mode, highlight the column you want to sort by and with a right mouse click select Sort/Advanced

					Clear Concents								
ORG alysis of Expired F		#	Set as section Turn Into Edit Formula	,	17/22			PBIL/Reported Discrepancy Exp/Reported Discrepancy					
sc	Rpt Code	Report Issued	Acc Enc	1	Linking Assign Reference Drill	•	Total Reported F SRD + F SRI)		Revenue	Cash Position	Cash Received	Encumbr.	
	NO		12/31		Group	•	162,833.	95	-162,833.95	0.00	162,833.95	0.00	
	NO		11/18/	ዋ ለኬ	Filter Ranking	• •	237,917.	.42	-237,917.42	0.00	237,917.42	0.00	-
13	NO		3/31	₽↓	Sort	•	V No	one	1	-3,313.94	232,148.87	0.00	
	NO		7/31/		Break Hide	• •	Ascending Descending Remove all Sorts			0.00	298,397.37	0.00	_
)1	NO		8/31/		Formatting Rules	•				0.00	48,630.26	0.00	
-)1A	NO		1/31/		Text Format Number	•	Ac	dvano	ed	0.00	2,041.26	0.00	-
ment	NO		6/30/		Format Cell		85,789	.80 A	4dvanced -85,789.80	0.00	85,789.80	0.00	
				_				_					_

Below is an existing Sort on Coa Fund. "Add"/select Account End and press OK



Once Account End is added it is secondary to the Coa Fund sort, but we can make it first by highlighting it and moving the Priority up, Apply and OK

