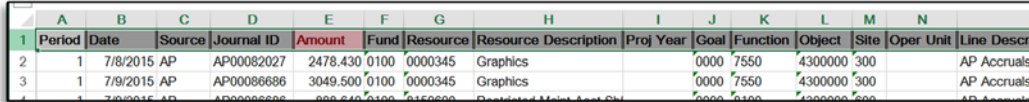


FILTER

This Excel function allows you to filter data in a number of different ways.

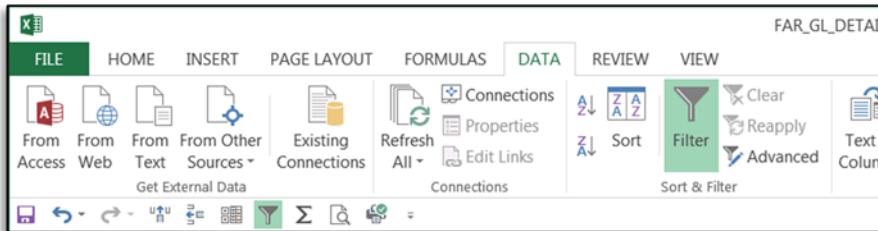
STEPS

- Begin by highlighting the header row of data that you would like to be able to filter.

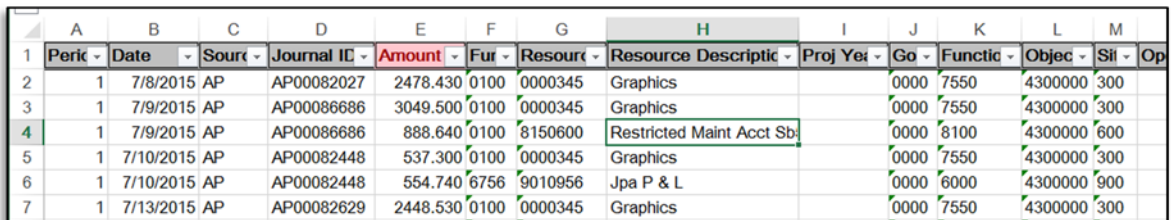


1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal	Function	Object	Site	Oper Unit	Line Descr
2	1	7/8/2015	AP	AP00082027	2478.430	0100	0000345	Graphics		0000	7550	4300000	300		AP Accruals
3	1	7/9/2015	AP	AP00086686	3049.500	0100	0000345	Graphics		0000	7550	4300000	300		AP Accruals
4	1	7/9/2015	AP	AP00086686	888.640	0100	8150600	Restricted Maint Acct Sb		0000	8100	4300000	600		AP Accruals

- Click the Data tab and click "Filter".

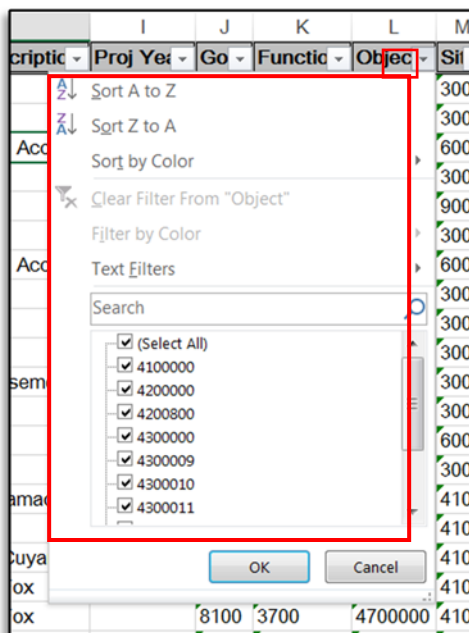


- You will notice that a drop down indicator shows next to each column now.



1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Descriptio	Proj Year	Goal	Function	Object	Site	Oper	Op
2	1	7/8/2015	AP	AP00082027	2478.430	0100	0000345	Graphics		0000	7550	4300000	300		
3	1	7/9/2015	AP	AP00086686	3049.500	0100	0000345	Graphics		0000	7550	4300000	300		
4	1	7/9/2015	AP	AP00086686	888.640	0100	8150600	Restricted Maint Acct Sb		0000	8100	4300000	600		
5	1	7/10/2015	AP	AP00082448	537.300	0100	0000345	Graphics		0000	7550	4300000	300		
6	1	7/10/2015	AP	AP00082448	554.740	6756	9010956	Jpa P & L		0000	6000	4300000	900		
7	1	7/13/2015	AP	AP00082629	2448.530	0100	0000345	Graphics		0000	7550	4300000	300		

- By clicking on any one of these drop downs you will be presented with every type of data that is displayed in that column.



- If you would like to see one or just some of these options, you simply mark the check box for the data that you want displayed. Click “OK” once all options have been selected. Here I have selected just the 4300000 object codes.

D	E	F	G	H	I	J	K	L	M
Journal IC	Amount	Fur	Resourc	Resource Descriptio	Proj Yea	Go	Function	Objec	St
P00082027	2478.430	0100	0000345	Graphics					300
P00086686	3049.500	0100	0000345	Graphics					300
P00086686	888.640	0100	8150600	Restricted Maint Acc					600
P00082448	537.300	0100	0000345	Graphics					300
P00082448	554.740	6756	9010956	Jpa P & L					900
P00082629	2448.530	0100	0000345	Graphics					300
P00082629	74.700	0100	8150600	Restricted Maint Acc					600
P00086687	8908.850	0100	0000345	Graphics					300
P00086687	609.640	0100	9515305	Peg Fund Grant					300
P00086688	889.620	0100	0000345	Graphics					300
P00086688	309.730	0100	0905313	E-Rate Reimburse					300
P00083442	2509.520	0100	0000345	Graphics					300
P00083442	8582.000	0100	9516680	Safety Patrol					600
P00084138	537.560	0100	0000345	Graphics					300
P00084138	8387.080	0100	0000417	Oe Mt/Ops Cuyama					410
P00084138	203.680	0100	0000418	Oe Mt/Ops Fox					410
P00084138	3256.480	0100	0000420	Oe Site Rental-Cuya					410
P00084138	844.420	0100	0000421	Oe Site Rental-Fox			8100	3700	4700000
P00084138	2739.680	0100	0000421	Oe Site Rental-Fox			8100	3700	4700000
P00084138	2608.880	0100	0000422	Oe Site Rental-Paloma			8100	3700	4700000

- Results will not only display data meeting that criteria. From here you can filter an additional field to drill down your results further. You can also filter by color. Now only the 4300000 object codes are being displayed.

1	Perk	Date	Sourc	Journal IC	Amount	Fur	Resourc	Resource Descriptio	Proj Yea	Go	Function	Objec	St	Oper Ut	Line Descr
2	1	7/8/2015	AP	AP00082027	2478.430	0100	0000345	Graphics	0000	7550		4300000	00		AP Accruals
3	1	7/9/2015	AP	AP00086686	3049.500	0100	0000345	Graphics	0000	7550		4300000	00		AP Accruals
4	1	7/9/2015	AP	AP00086686	888.640	0100	8150600	Restricted Maint Acct Sb	0000	8100		4300000	00		AP Accruals
5	1	7/10/2015	AP	AP00082448	537.300	0100	0000345	Graphics	0000	7550		4300000	00		AP Accruals
6	1	7/10/2015	AP	AP00082448	554.740	6756	9010956	Jpa P & L	0000	6000		4300000	00		AP Accruals
7	1	7/13/2015	AP	AP00082629	2448.530	0100	0000345	Graphics	0000	7550		4300000	00		AP Accruals
8	1	7/13/2015	AP	AP00082629	74.700	0100	8150600	Restricted Maint Acct Sb	0000	8100		4300000	00		AP Accruals
9	1	7/14/2015	AP	AP00086687	8908.850	0100	0000345	Graphics	0000	7550		4300000	00		AP Accruals
10	1	7/14/2015	AP	AP00086687	609.640	0100	9515305	Peg Fund Grant	0000	2420		4300000	00		AP Accruals

- Although it may appear that your data has simply disappeared, it hasn't. If you click on the drop down menus that you have filtered and select “Clear Filter” all your data will display again.

C	D	E	F	G
Sourc	Journal IC	Amount	Fur	Resourc
AP				JCCS
AP				JCCS