Customizing the Display (cont.)

Sort and Subtotal by a Column

The layouts within a column already have sorting by certain columns. However, there is no subtotaling associated with those sorted columns in the original view based on the selection by BFR or by Package.

IMPORTANT: Sorting by a column using the steps in this section will also provide subtotaling by that column. These steps apply to sorting on one column heading at the time. See the Add Multiple Sort/Subtotal Section for information on sorting on more than one column.

1. Before sorting by a column, review the original layout and the triangle icons in the column heading indicating how the layout is sorted by default (no subtotals are associated with the columns that are sorted in the original view of a layout).
Customizing the Display (cont.)

2. To sort and subtotal by one column, simply click on the column heading desired (see two examples above, one by Fund, the other by Commitment Item).

EXAMPLE 1 – Clicked on Fund column to both sort and subtotal by this column (triangle icon indicates sorting is ascending lowest to highest value).

EXAMPLE 2– Clicked on Commitment Item (G/L Acct) column to both sort and subtotal by this column (triangle icon indicates sorting is ascending lowest to highest value).
3. To change the sort order from Ascending (lowest to highest value) to Descending (highest to lowest value) simply **click on the column heading** again to reverse the order of the sort.

4. To remove the subtotal associated with sorting, to remove the sort and subtotal combination or to sort by multiple columns, see the steps in the Other Settings via the Open Settings Dialog Button section of this chapter using the **Open Settings Dialog** (Wrench) icon.