



# Column Sort



# Table of Contents

**Column Sort** ..... i



## Column Sort

When a column heading is underlined, the column can be sorted. Click the column to sort the data in ascending order, and then click the column again to sort the data in descending order.

Tables > Account Codes								Finance	
Save									
FUND    FUNCTION    OBJECT    SUB OBJECT    ORGANIZATION    PROGRAM    EDUCATIONAL SPAN    PROJECT DETAIL									
Retrieve    Print									
Delete	<u>Fund / Fscyl year</u>	Fund Type	Fund Description	Budget Fund Balance Obj, Subj		Actual Fund Balance Obj, Subj			
		G - General operating	CREDIT CARD CLEARING	3700.00		3600.00			
	180 / 9	G - General operating	CREDIT CARD CLEARING	3700.00		3600.00			

▲ - indicates that the column is sorted in ascending order

▼ - indicates that the column is sorted in descending order