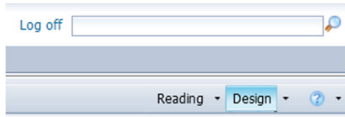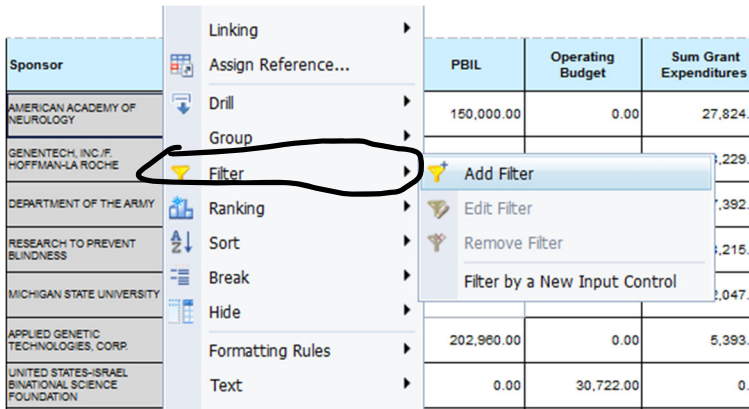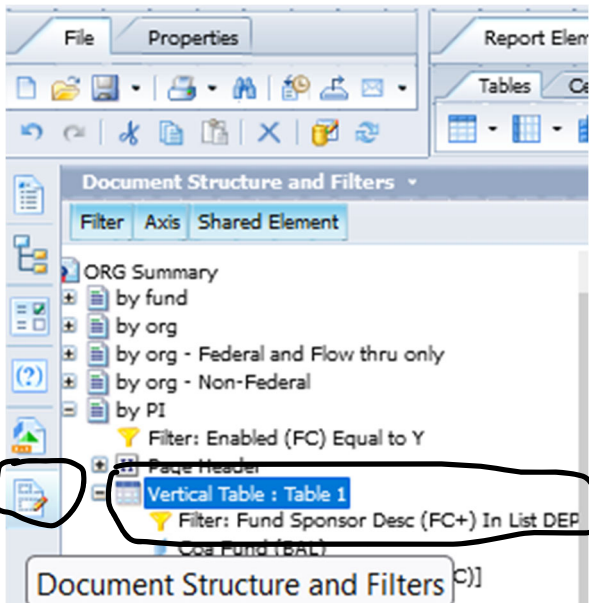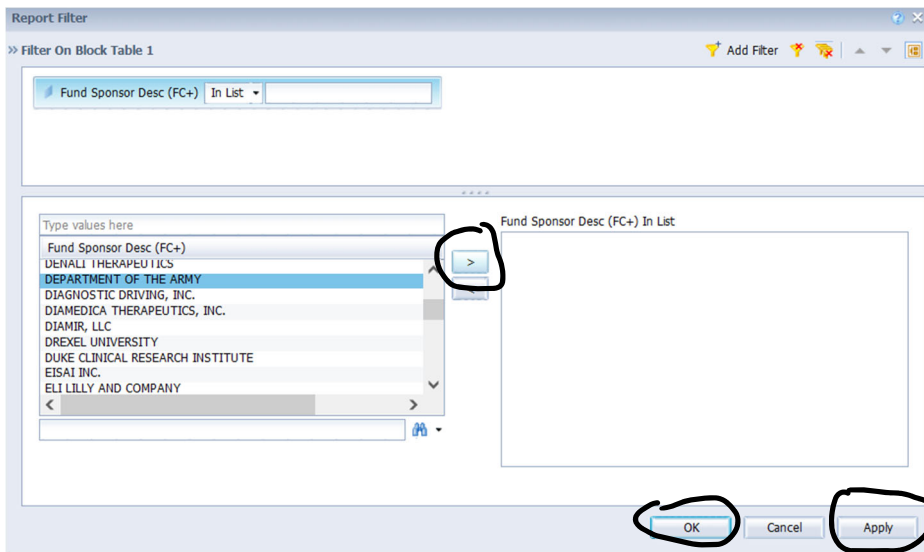# How to Filter values:

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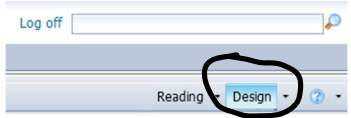

Highlight a value to filter and move it over to the right, then Apply and OK

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.
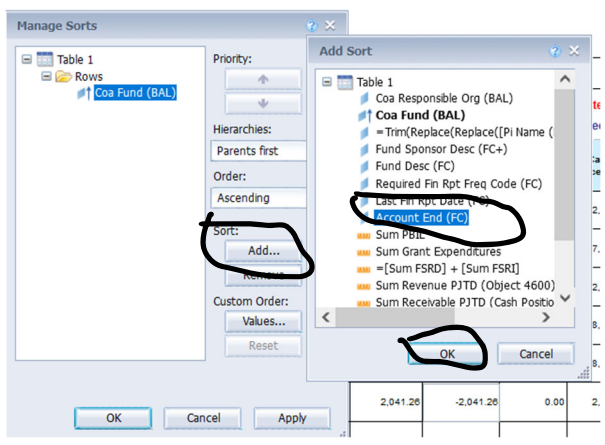
How to sort rows:

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

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