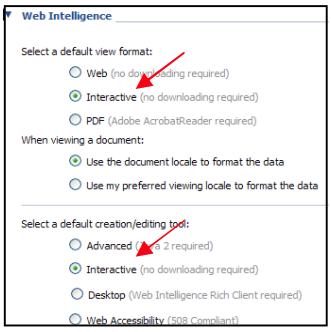
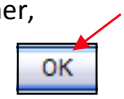
Sorting the Voucher Report by Voucher Number

The CIR Voucher Report and Voucher Report _V2 are sorted by Business Date, ALC, and Voucher Type. To change the sort order, make a copy of the report you want to work with, save it to **My Favorites**, and work with the saved copy. A common request is to sort the report by Voucher Number.

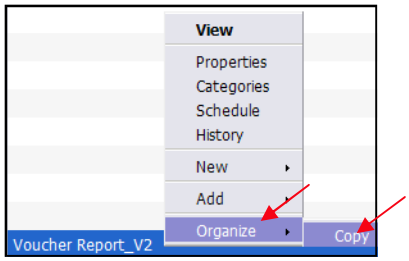
1. On CIR's reports Home page, click **Preferences**. Expand the option for **Web Intelligence** and click the two radio buttons for **Interactive**.



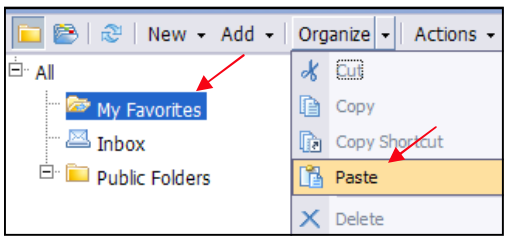
2. In the lower right corner, click the **OK** button.



3. Return to the Agency Reports folder. Highlight the **Voucher Report_V2**. Right-click for the menu of options. Click **Organize**, then **Copy**.



4. Click the **My Favorites** folder. Click **Organize**, then **Paste**.



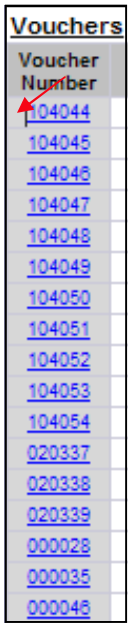
5. Run the copy of the report now in the **My Favorites** folder.

Vouchers

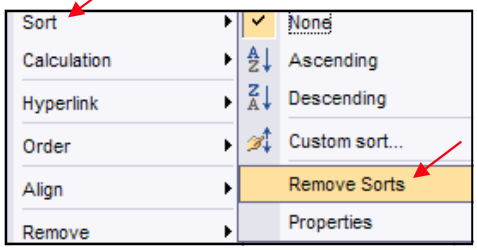
Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type
104044	07/19/2013	Y	$37,690.84	215
104045	07/19/2013	Y	$13,505.15	215
104046	07/19/2013	Y	$107,046.99	215
104047	07/19/2013	Y	$23,940.27	215
104048	07/19/2013	Y	$50,031.74	215
104049	07/19/2013	Y	$6,740.22	215
104050	07/19/2013	Y	$8,734.01	215
104051	07/19/2013	Y	$22,236.19	215
104052	07/19/2013	Y	$15,079.27	215
104053	07/19/2013	Y	$10,528.92	215
104054	07/19/2013	Y	$20,969.21	215
020337	07/19/2013	N	$960.40	5515
020338	07/19/2013	N	$442.86	5515
020339	07/19/2013	N	$1,820.00	5515
000028	07/19/2013	Y	$6,133.58	215
000035	07/19/2013	Y	$9,765.81	215

6. Left-click the mouse in the first cell of the Voucher Number column.
Click to the left of the Voucher Number; don't click the Voucher Number hyperlink.

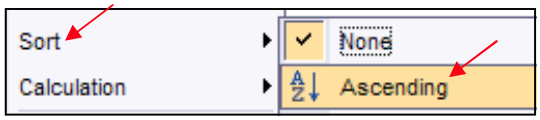
The column becomes highlighted in gray.



7. With the mouse pointing in the column, right-click.
From the menu, choose **Sort**, then **Remove sorts**.



8. Point the mouse in the Voucher Number column and right-click again.
From the menu, choose **Sort**, then **Ascending**.

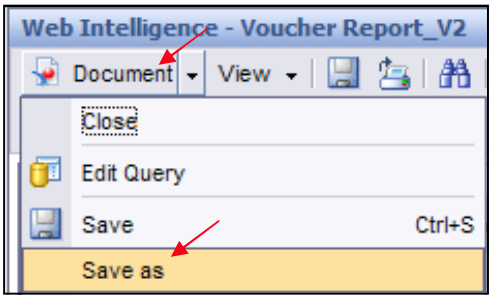


9. You see the report sorted in Voucher Number order.

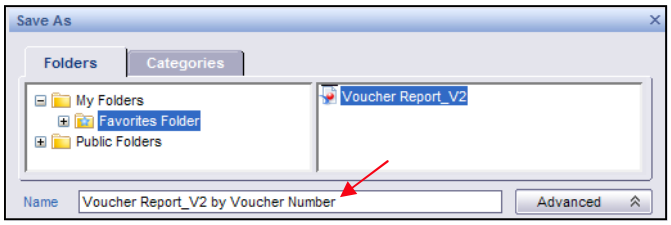
Vouchers

Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type
000001	07/18/2013	Y	$800.00	215
000001	07/19/2013	Y	$12,500.00	215
000001	07/19/2013	Y	$2,091.00	215
000002	07/18/2013	Y	$35,200.00	215
000002	07/19/2013	Y	$300.00	215
000003	07/18/2013	Y	$35,200.00	215
000003	07/19/2013	Y	$300.00	215
000003	07/19/2013	Y	$13,280.32	215
000004	07/18/2013	Y	$500.00	215
000004	07/19/2013	Y	$10,200.00	215
000005	07/18/2013	Y	$35,200.00	215
000005	07/19/2013	Y	$300.00	215
000006	07/18/2013	Y	$2,278,500.00	215
000006	07/19/2013	Y	$789,000.00	215
000007	07/18/2013	N	$35,200.00	5515
000007	07/19/2013	N	$300.00	5515

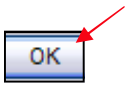
10. From the menu bar, choose **Document**, then **Save as**.



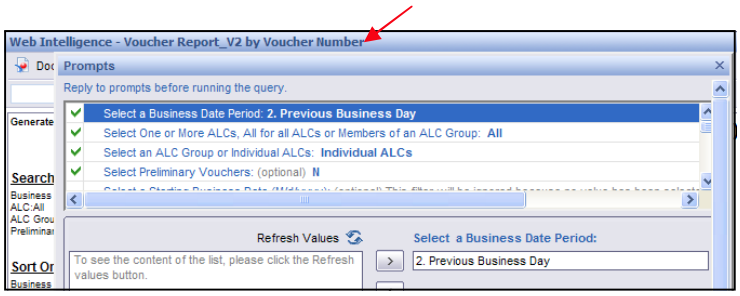
11. Type a title for this copy of report.



12. Click the **OK** button to save it to the **Favorites Folder**.



13. Run the saved report again to confirm the sort order.



To learn more about Interactive Mode and changing the sort order, refer to these resources:

- *Business Objects General Help* (CIR reference manual)
  - ☞ Personal Folders ☞ Report Copies and Shortcuts ☞ Sort Order
- CIR Web-Based Training
  - ☞ BO Preference Settings ☞ Changing the BO Sort Order