



## Property Management Office

### Capital Cost Transfers

#### Sort, Filter, and Search CCT PO lines

1. After selecting the PO to adjust, you can sort Paid Invoice Distribution Lines as needed
  - a. Select a line to sort by hovering to the right of the column Title field
  - b. Sort using the up arrow for smallest value to largest (ascending)
  - c. Sort using the down arrow for largest value to smallest (descending)
  
2. To filter the values in the Paid Invoice Distribution Lines
  - a. Click on the Actions button to the right of the Search field above the distribution lines
  - b. The first option in the dropdown menu is Filter
    - i. When selected you can choose which Column to adjust
      1. PO Header ID
      2. PO number
      3. Invoice ID
      4. Invoice Number
      5. Invoice Date
      6. Invoice line #
      7. Line Type
      8. Project Number
      9. Task Number
      10. Award Number
      11. Expenditure Type
      12. Expenditure Date
      13. Amount
      14. Distribution line number
    - ii. You can select the desired value from the list within the selected Column
    - iii. The operation defaults to "equals" but there are other options as well
      1. Equals
      2. Not equals
      3. Is empty
      4. Is not empty
      5. In
      6. Not in
      7. Contains
      8. Does not contain
      9. Starts with
      10. Does not start with
      11. Matches regular expression
  - c. These actions allow the user to select a set of values from within the entire list to adjust as needed easily.
  
3. To search for a value within the Invoice Distribution Lines
  - a. Use the search box above the lines table
  - b. Type in the search criteria and click go
  - c. This will limit your lines per the criteria
    - i. For example: If you type "tax" into the search box, the table will display only lines with the word "tax" in the values.