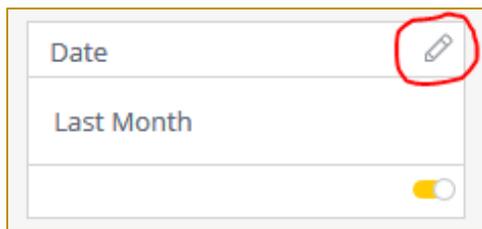


How to Use the Filters

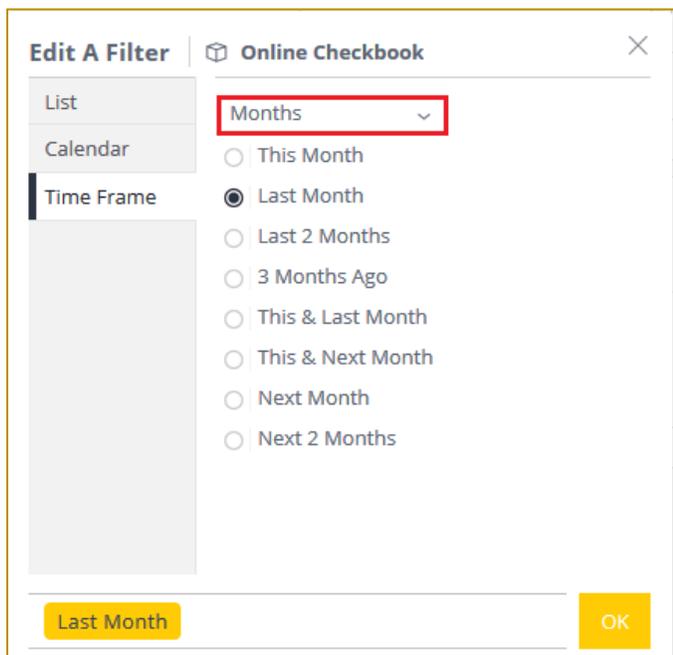
- [Date Filter](#)
- [Department Filter](#)
- [Account Filter](#)
- [Default Filters](#)

Date Filter

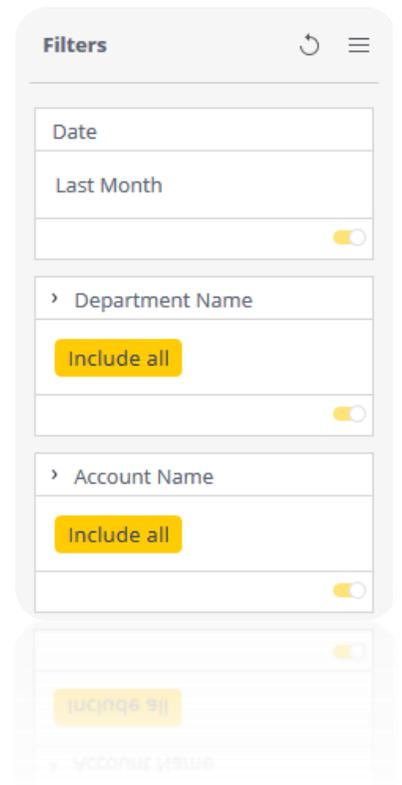
First, move your mouse pointer over the date filter box. Then click on the **pencil icon** in the upper right corner.

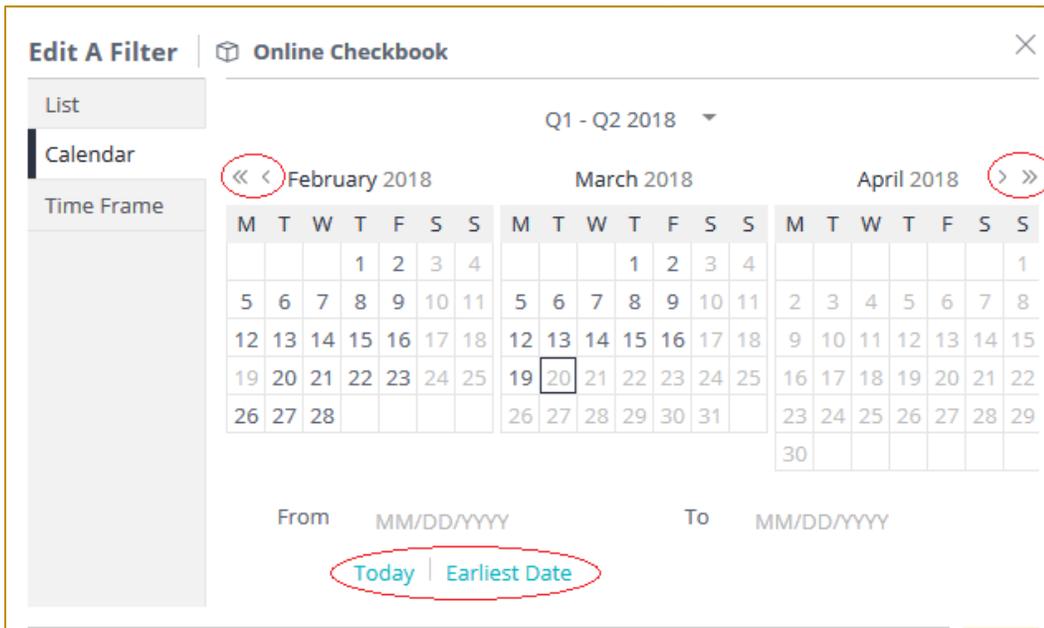


By default, the prior month is selected, so it will show expenditures from the month prior to whatever the current date is. You can choose other time periods as desired. You can also click on the drop down menu highlighted in red to select other time frames such as years, quarters, days, etc.



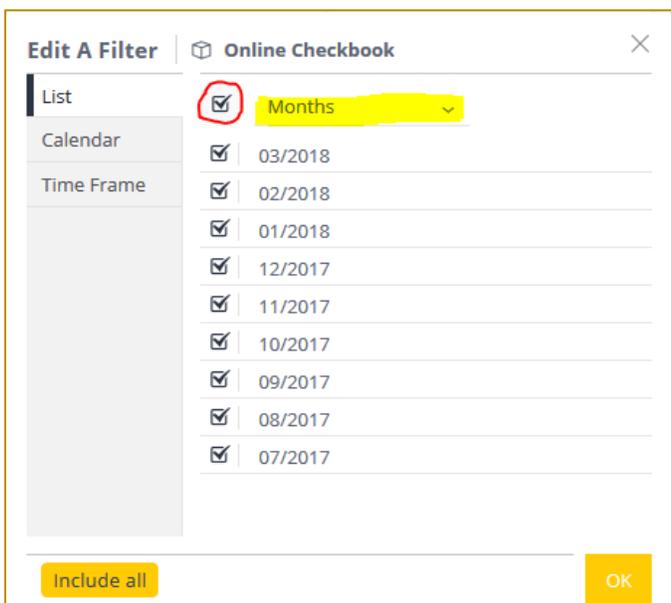
If you're done, click OK. If you want to select dates in different ways, click on **Calendar** or **List** on the left side of the box. Let's look at the calendar first.





Here you can select a custom date range. Click on a date to set the beginning of the date range, then click on another date to set the ending date. You can use the arrows circled in red to display other months. You can also click on **Today** or **Earliest Date** at the bottom to get those respective dates. When you're done, click OK. Now you will only see expenditures in the specified date range.

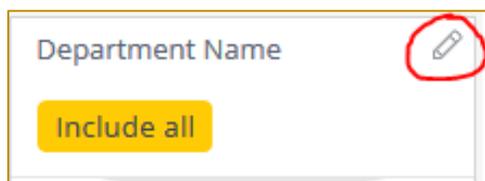
You can also click on **List** on the left side for one last way to select dates.



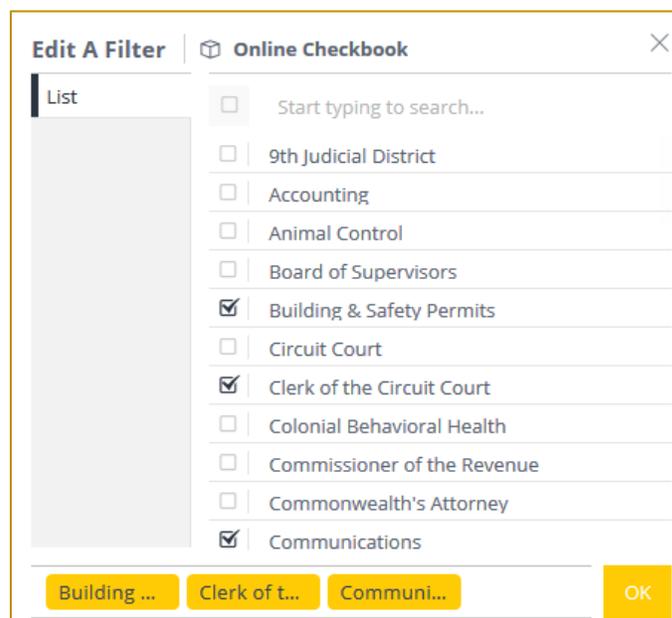
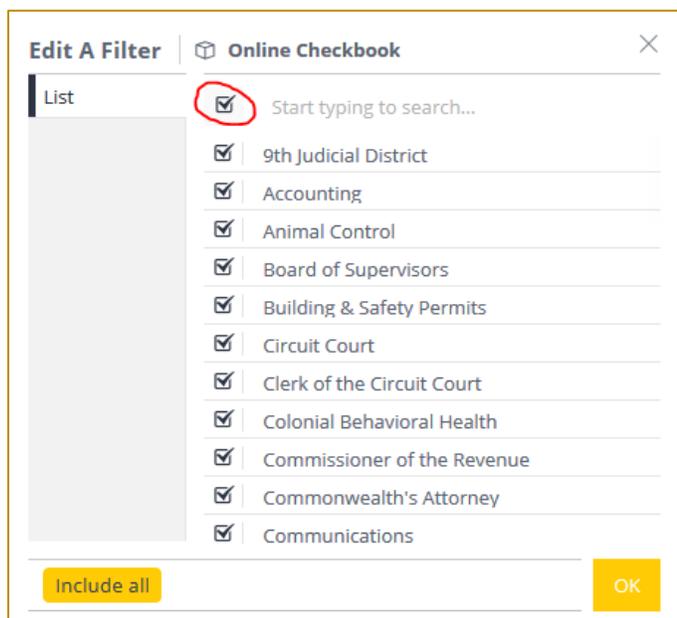
Here you can choose from a list of all months. You can check as many or as few as you'd like. To check or uncheck all months, click on the box circled in red. If you click on the drop down menu highlighted in yellow, you can select other time periods such as year, week, etc. Once you are done, click OK.

Department Filter

You can also filter by specific County departments.



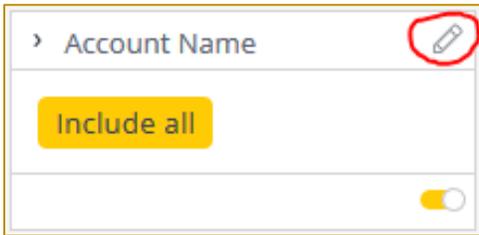
Move your mouse pointer over the **Department Name** filter and click on the pencil icon circled in red. You will then see a list of all County departments. By default, all departments are selected.



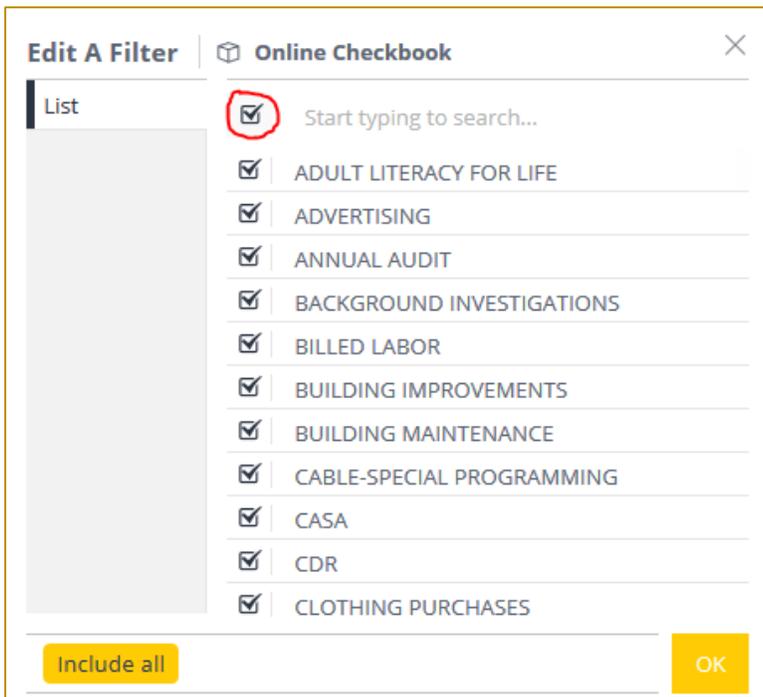
To narrow down to a specific department, first click the box circled in red, which will uncheck all departments (you can click this box again to select all departments). Then you can scroll through the list and check the department you wish to see. Alternatively, you can click **Start typing to search...** in order to search for a particular department. You can select as many or as few as you'd like. Once you have made your selections, click OK.

Account Filter

You can also filter by certain accounts using the same method.



Move your mouse pointer over the **Account Name** filter and click on the pencil icon circled in red. A list of available accounts will come up.



To narrow down to a specific account, first click the box circled in red, which will uncheck all accounts (click it again to select all accounts). Then you can scroll through the accounts and check the ones you wish to see, or you can click **Start typing to search...** and search for a specific account. You can select as many or as few as you'd like. Once you've made your selections, click OK.

Now the list of transactions will be updated to reflect the filters you chose. For example, if you selected the department Fleet Maintenance, you will all the transactions for that departments for whatever time frame you chose.

Transactions					
Date	Department	Description	Vendor Name	Dollar Amount	
2/15/18	Fleet Maintenance	CLOTHING RENTAL	CINTAS CORP 391	\$258.43	
		TELECOMMUNICATIONS	COX COMMUNICATIONS***	\$92.39	
2/9/18	Fleet Maintenance	EQUIPMENT MAINTENANCE	JONES & FRANK	\$237.00	
		TELECOMMUNICATIONS	VERIZON WIRELESS***	\$182.34	
2/8/18	Fleet Maintenance	CLOTHING PURCHASES	PURCHASE CARD	\$79.60	
		EQUIPMENT MAINTENANCE	PURCHASE CARD	\$1,015.96	
		FURNITURE & EQUIP-REPLACE	PURCHASE CARD	\$646.93	
		OPERATING SUPPLIES/MATERIALS	PURCHASE CARD	\$1,782.34	
		TELECOMMUNICATIONS	PURCHASE CARD	\$18.39	
2/2/18	Fleet Maintenance	CLOTHING PURCHASES	A LOGO FOR YOU	\$439.35	
		CLOTHING RENTAL	CINTAS CORP 391	\$256.14	
		EQUIPMENT MAINTENANCE	JONES & FRANK	\$237.00	

Default Filters

By default, the Online Expenditure Register shows transactions for the prior month for all departments and accounts. Feel free to set as many filters as you like. Any filters you change will not affect anyone else.

If you want to **revert back to the default filters**, click the icon circled to the right.

The screenshot shows a 'Filters' panel with the following sections:

- Date:** Last Month (toggle is on)
- Department Name:** Include all (toggle is on)
- Account Name:** Include all (toggle is on)

A red circle highlights a refresh icon (a circular arrow) in the top right corner of the panel.