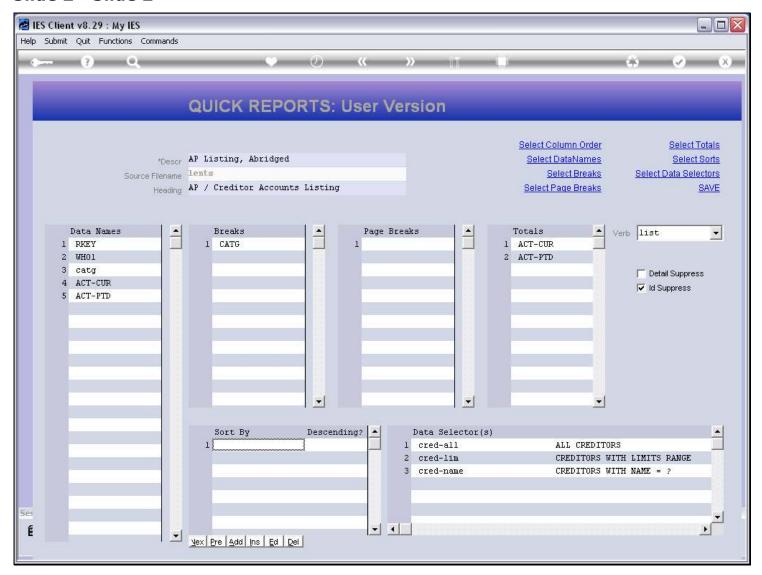
Slide 1 - Slide 1



Slide notes

If a Report does not have any Sort Names listed, then the data will automatically be sorted by the Record Key.

Slide 2 - Slide 2



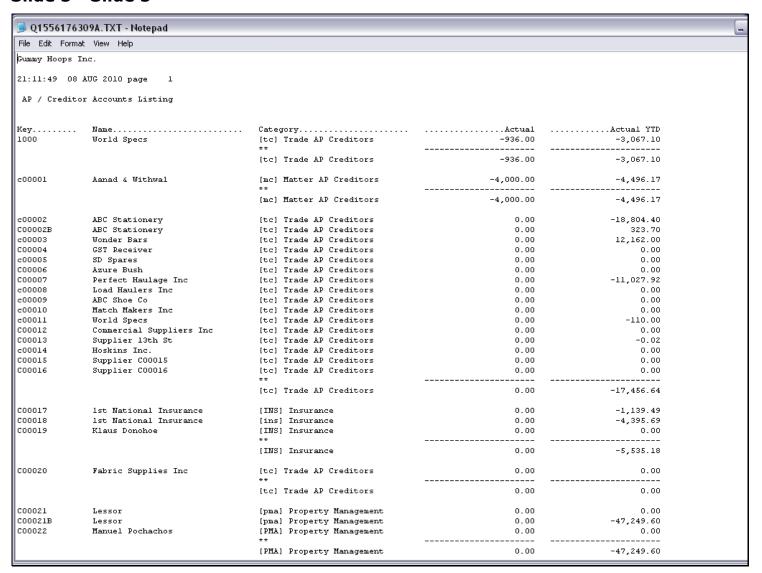
Slide 3 - Slide 3



Slide 4 - Slide 4



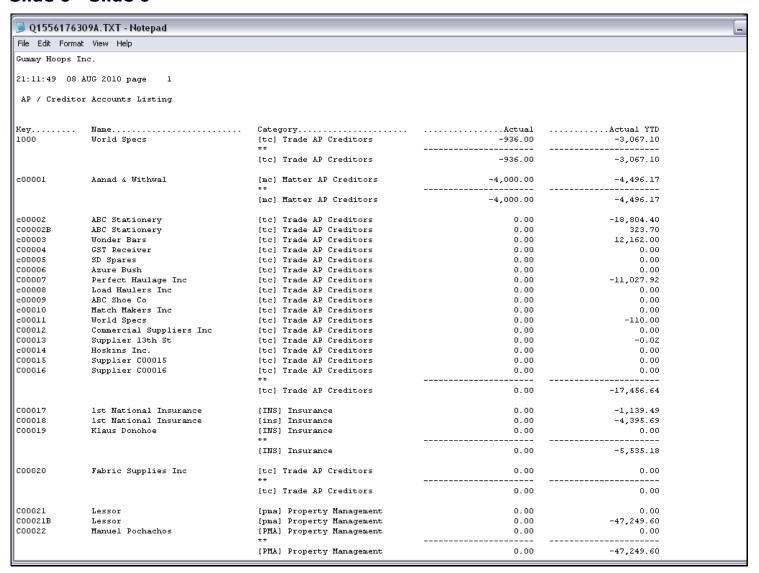
Slide 5 - Slide 5



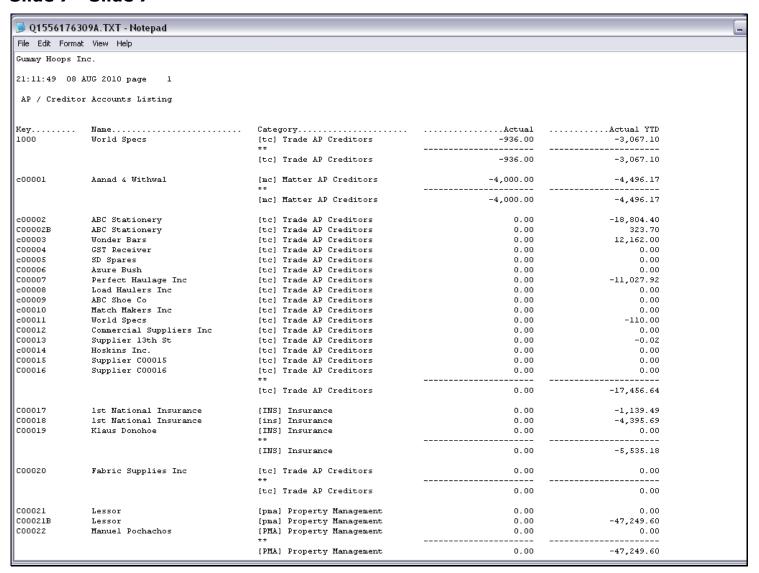
Slide notes

On the left, in the 1st column, we can see that the records are sorted by the Key, in this case the Account Code. But to the right, our purpose is actually to have the Accounts listed by Category and with sub totals by Category. However, we have 'Trade', followed by 'Matters', followed again by 'Trade', then 'Insurance' and then 'Trade' again. This is not at all the required order for this Report.

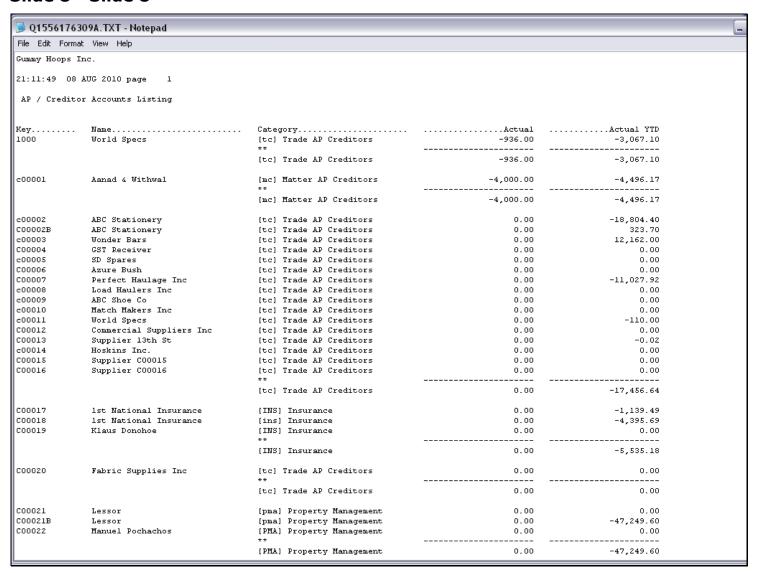
Slide 6 - Slide 6



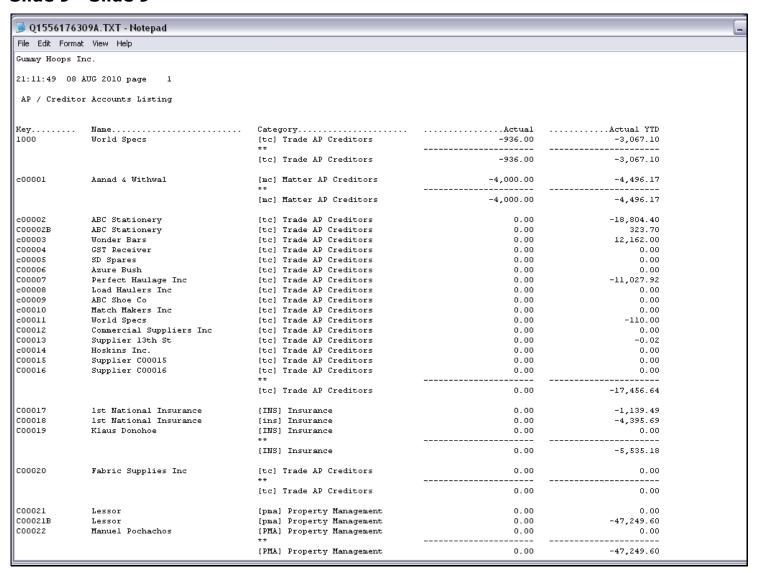
Slide 7 - Slide 7



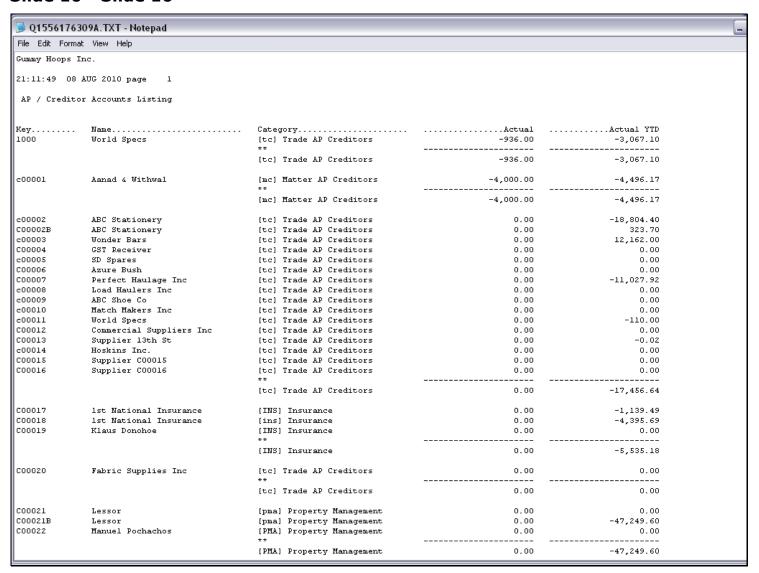
Slide 8 - Slide 8



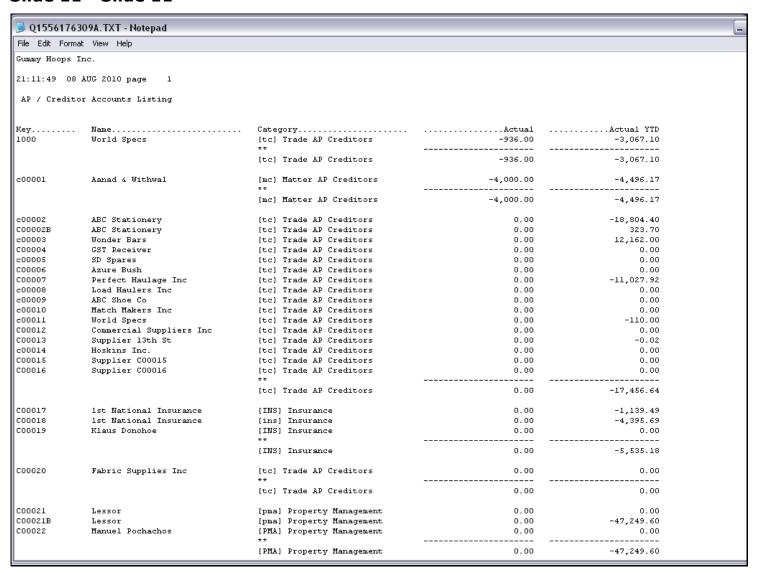
Slide 9 - Slide 9



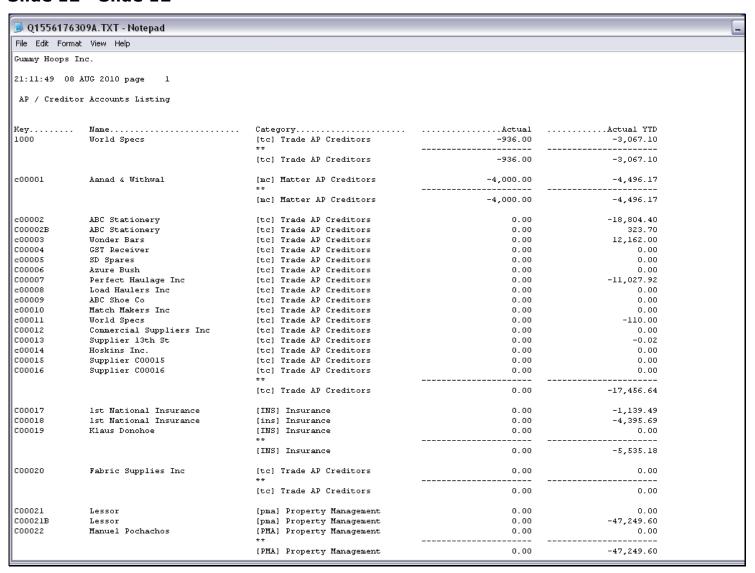
Slide 10 - Slide 10



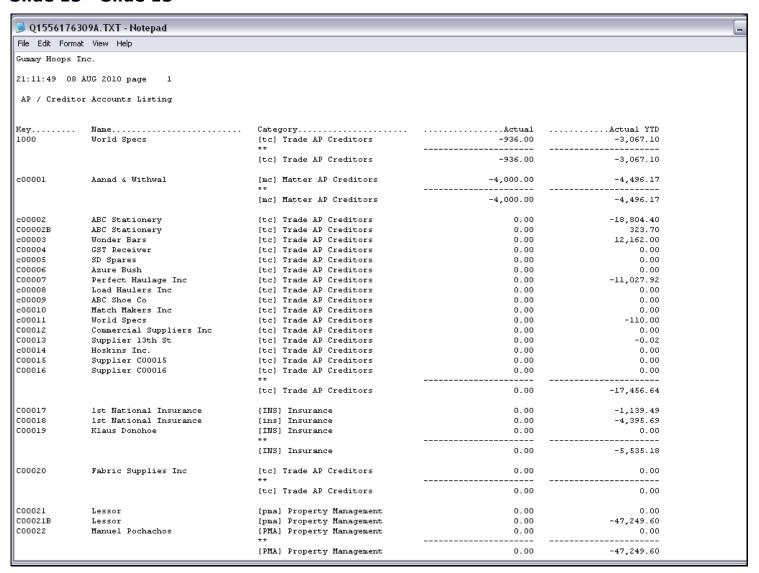
Slide 11 - Slide 11



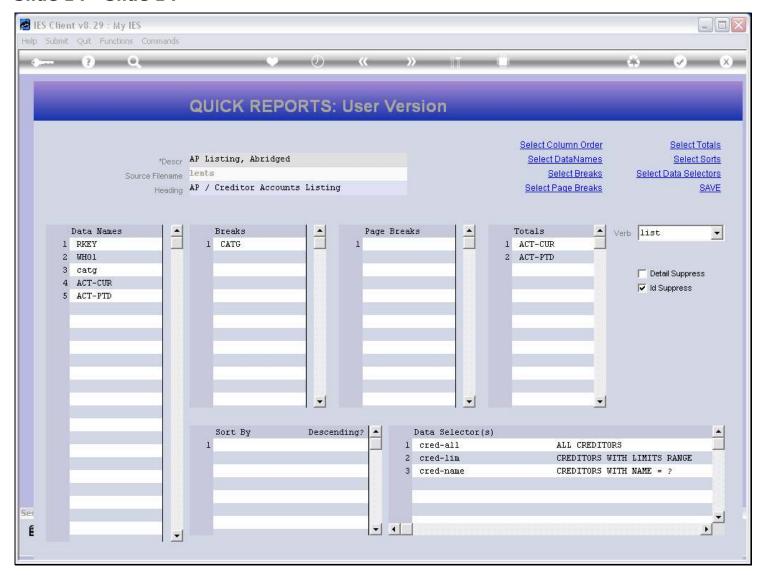
Slide 12 - Slide 12



Slide 13 - Slide 13



Slide 14 - Slide 14



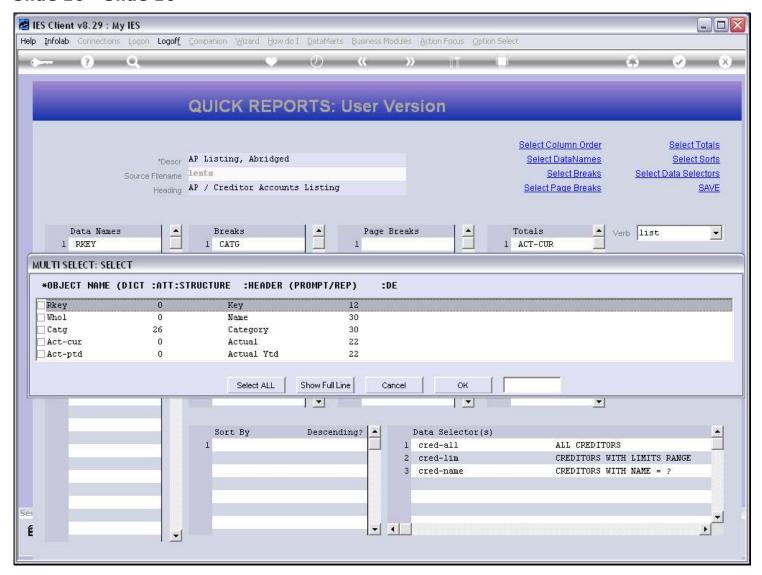
Slide notes

On our Report, we are using a Break. Whenever we use Breaks, we should include them in our Sort list also.

Slide 15 - Slide 15



Slide 16 - Slide 16



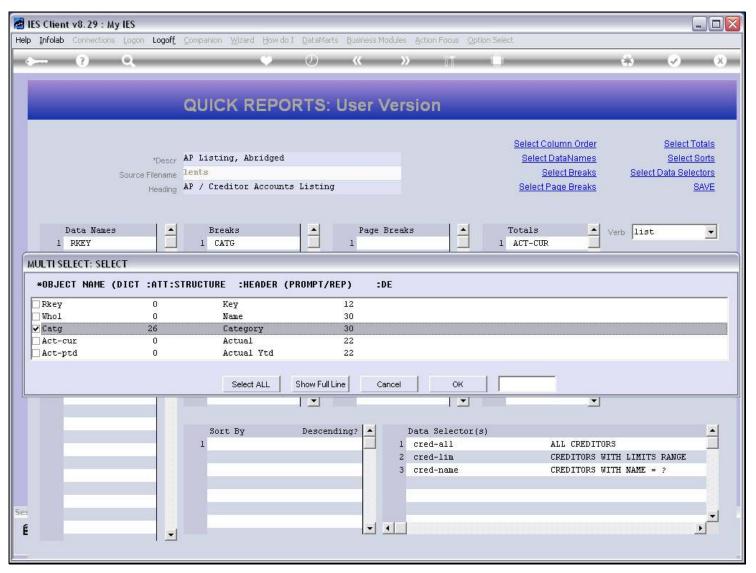
Slide notes

Of course, we can have multiple sorts, or no sorts, but in this example, we need only 1.

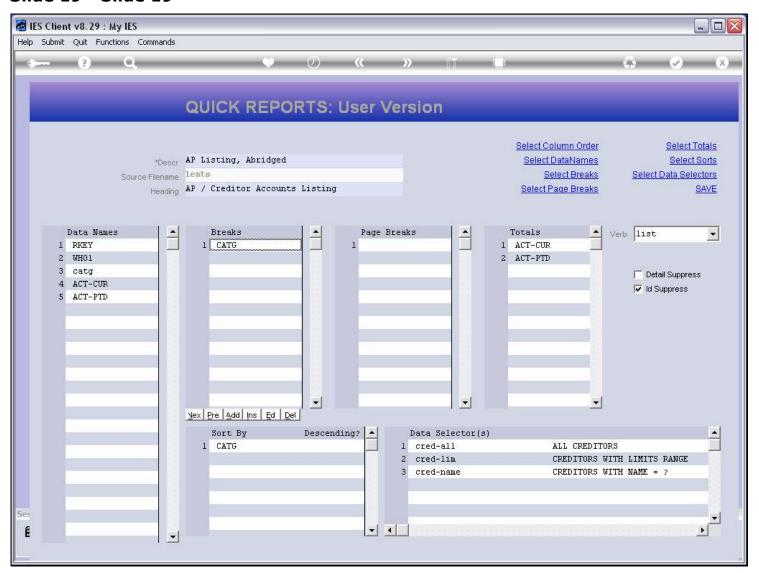
Slide 17 - Slide 17



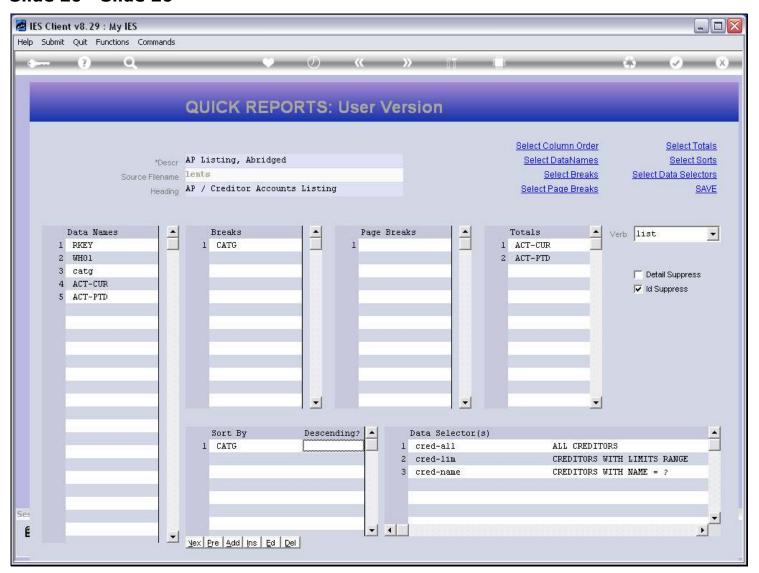
Slide 18 - Slide 18



Slide 19 - Slide 19



Slide 20 - Slide 20



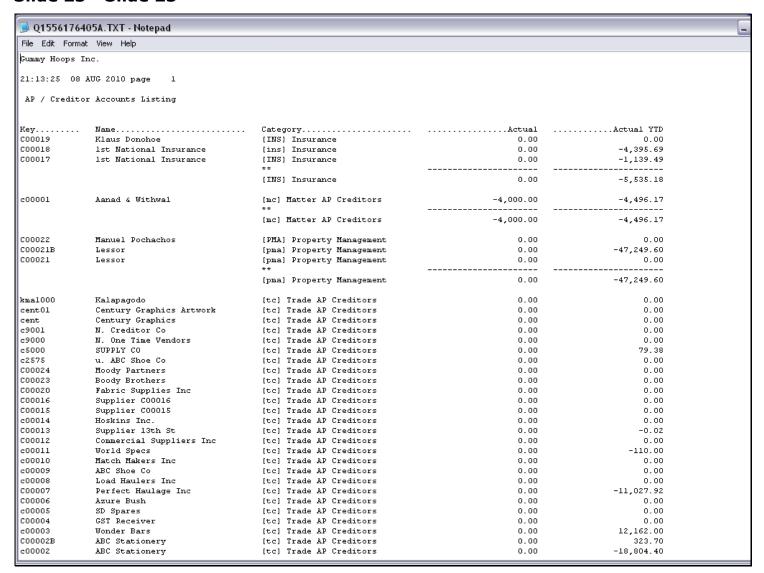
Slide 21 - Slide 21



Slide 22 - Slide 22



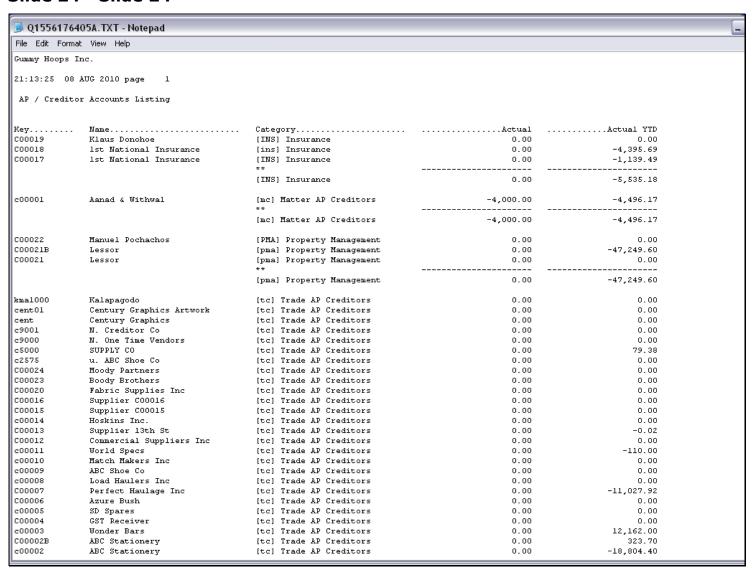
Slide 23 - Slide 23



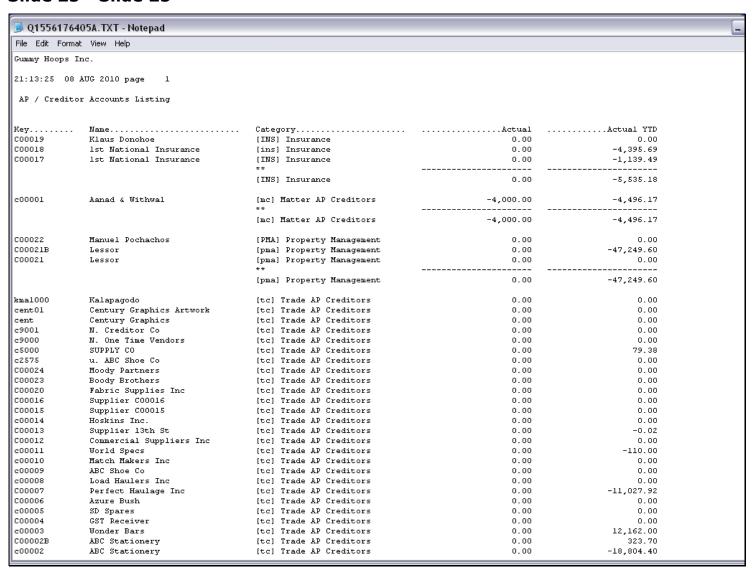
Slide notes

Now we clearly have proper sorting by Category, and no longer on the Account Key.

Slide 24 - Slide 24

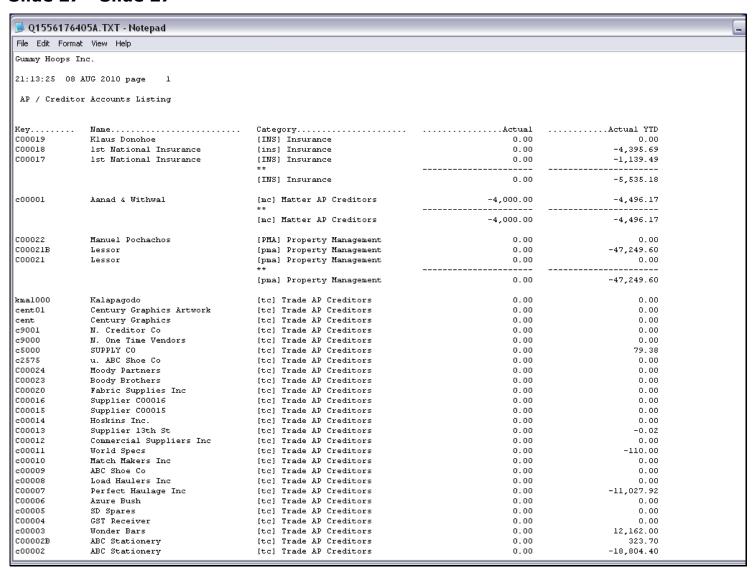


Slide 25 - Slide 25

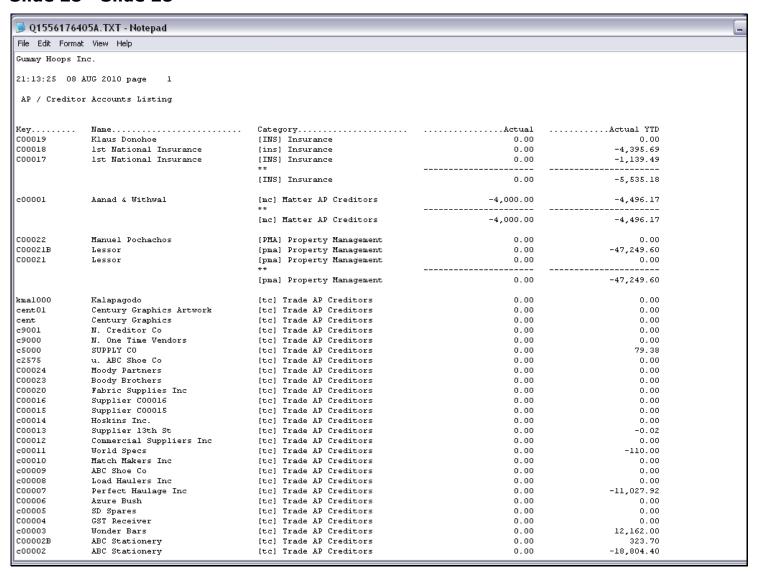


Slide 26 - Slide 26				

Slide 27 - Slide 27



Slide 28 - Slide 28



Slide 29 - Slide 29

