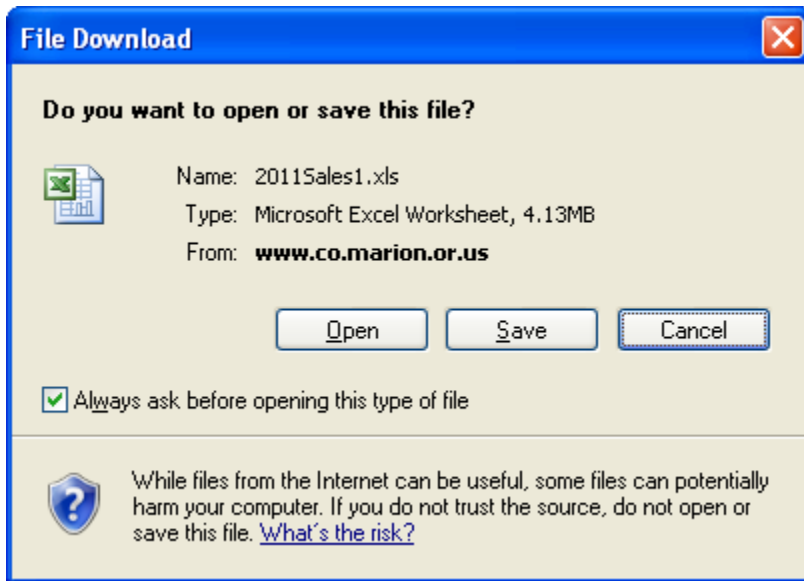# Filtering and Printing Assessor's Sales Data Using Excel

When you click on the link of the desired year you will be asked to Open or Save the file. Choose Save. Save this file to the desktop on your computer.

Once the file has been saved, open the file.

Refer to Appendix 1 of this document for an explanation of the heading names. Several helpful documents are available under the keys link, which explain the coded information in some of the columns.
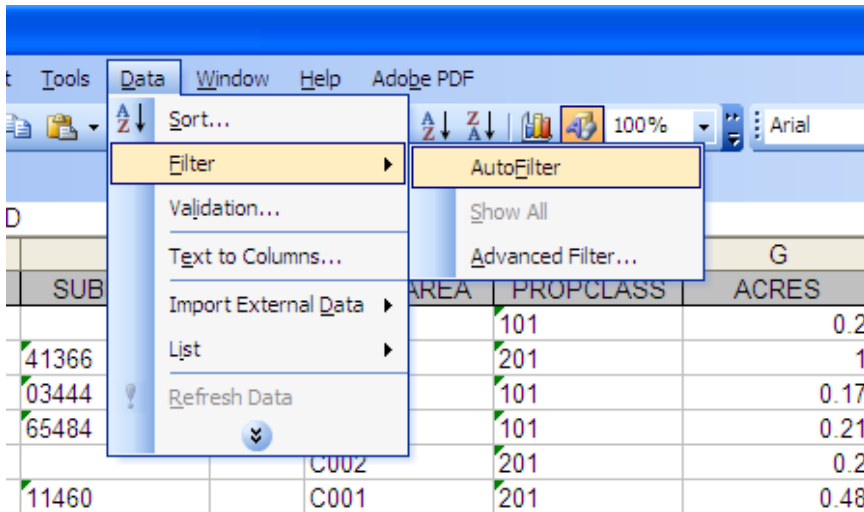
If you want you may set the document so that the column headings stay in place as you scroll:
- Select (left click) in cell A2 (far left column, second row)
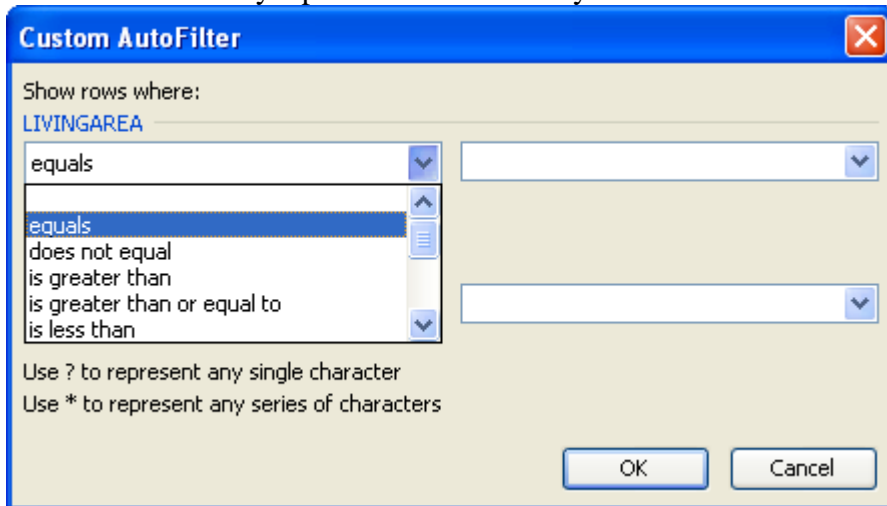- Select Window, Freeze Panes

.

Enable auto filtering to filter information in the columns:

- Select Data, Filter, Auto Filter

- Down arrow buttons will appear to the right in each column heading. Click on any of them to see the options for filtering the data in individual columns.
    - Sort Ascending
    - Sort Descending
    - Top Ten
    - Custom
    - Or by a piece of data currently in the column

- If you need to search for a range of values select Custom from the drop down menu:

- The boxes on the left allow you to specify upper and lower limits for your filter criteria:
    - Equals
    - Does not equal
    - Is greater than
    - Is great than or equal to
    - Is less than

    *** This filtering method does NOT work with alpha (text) values.***

- The boxes on the right contain the information in the column you are filtering. You may type in your own data or select it from the drop down lists.

Examples:

- To filter for a year built between 1960 and 1970:

Custom AutoFilter

Show rows where:
YEARBUILT

is greater than — 1959

⦿ And ○ Or

is less than — 1971

Use ? to represent any single character
Use * to represent any series of characters

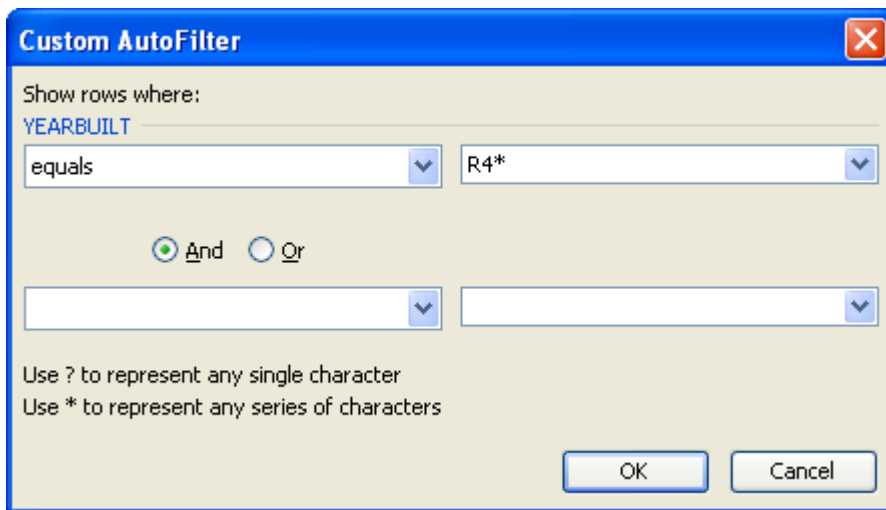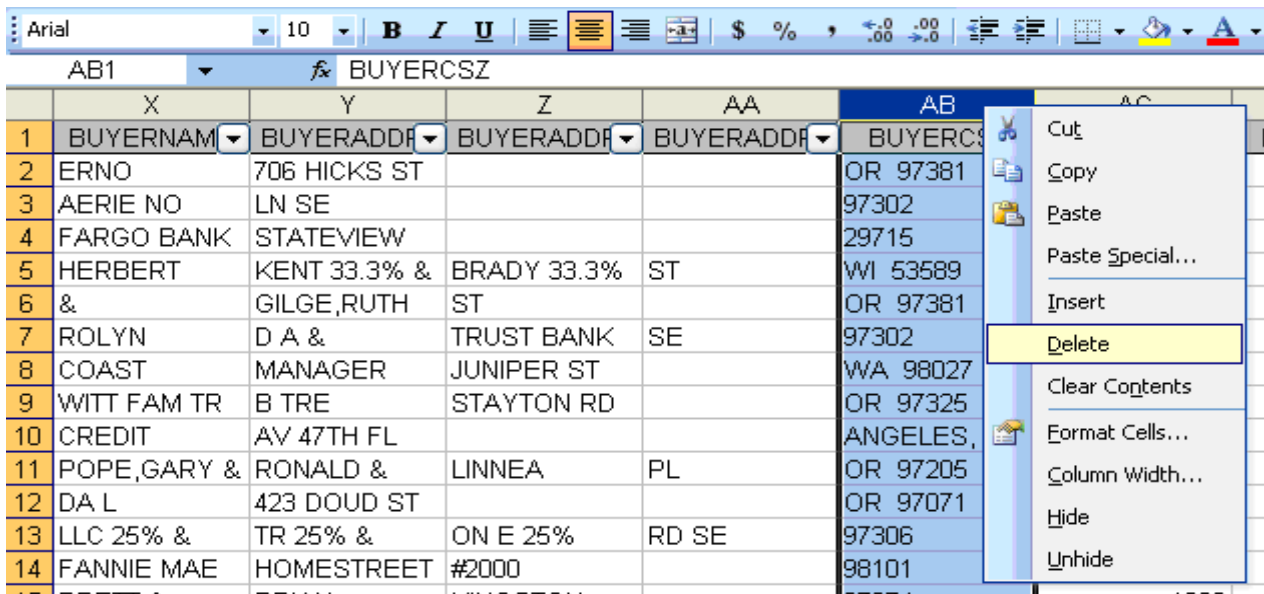[OK] [Cancel]
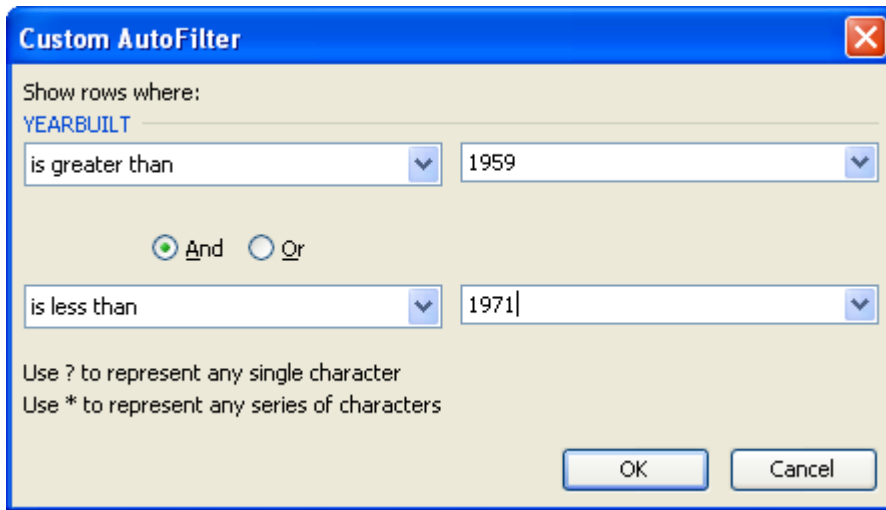
- To filter for all houses with an improvement class of 4:

Custom AutoFilter

Show rows where:
YEARBUILT

equals — R4*

⦿ And ○ Or

Use ? to represent any single character
Use * to represent any series of characters

[OK] [Cancel]

Delete all the columns you do not want by right clicking in the cell above the column heading (alpha name box) at the top of the column. The column will become highlighted and a menu will appear. Click Delete on this menu. Repeat for all columns you want deleted.

Arial   10   **B** *I* U $ %

AB1   *fx* BUYERCSZ

|	X	Y	Z	AA	AB	AC
1	BUYERNAM	BUYERADDR	BUYERADDR	BUYERADDR	BUYERCS	
2	ERNO	706 HICKS ST			OR 97381	Cut
3	AERIE NO	LN SE			97302	Copy
4	FARGO BANK	STATEVIEW			29715	Paste
5	HERBERT	KENT 33.3% &	BRADY 33.3%	ST	WI 53589	Paste Special...
6	&	GILGE,RUTH	ST		OR 97381	Insert
7	ROLYN	D A &	TRUST BANK	SE	97302	
8	COAST	MANAGER	JUNIPER ST		WA 98027	Delete
9	WITT FAM TR	B TRE	STAYTON RD		OR 97325	Clear Contents
10	CREDIT	AV 47TH FL			ANGELES,	Format Cells...
11	POPE,GARY &	RONALD &	LINNEA	PL	OR 97205	Column Width...
12	DA L	423 DOUD ST			OR 97071	Hide
13	LLC 25% &	TR 25% &	ON E 25%	RD SE	97306	
14	FANNIE MAE	HOMESTREET	#2000		98101	Unhide

Printing:

Change the print settings so the data you selected will fit nicely on the least number of pages possible.
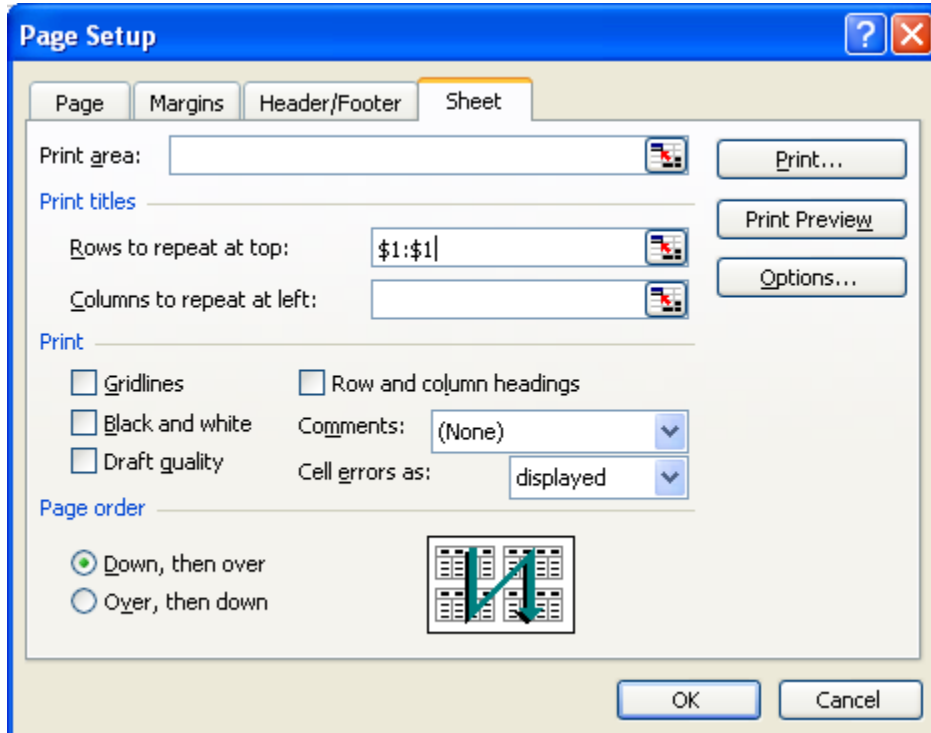
- Select File, Page Setup. Click on the tab labeled Page.
- Change the Orientation to Landscape.
- Under Scaling, select the Fit to: radial button.
- Don't use a number greater than 1 for the page(s) wide field. You may enter any number you wish into the field labeled tall.
- Use legal or 11x17 size paper if available unless you are sure the number of columns selected will fit on letter size paper.
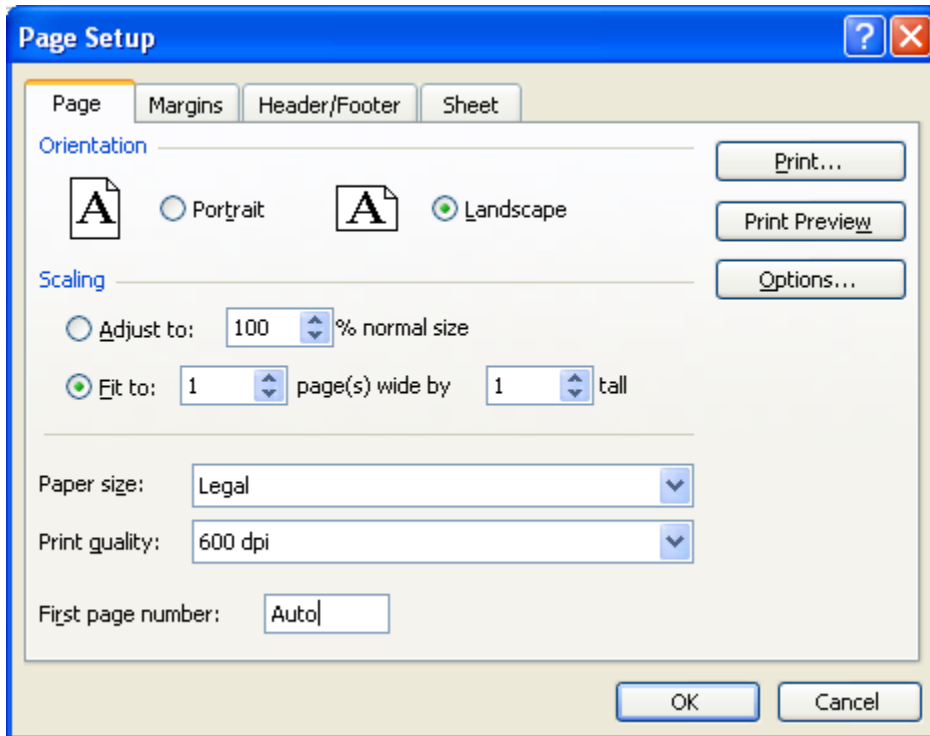
- Margins Tab

  - Use quarter inch (.25) margins for Top, Left, Bottom, and Right fields.
  - Set the Header and Footer fields to 0 (zero)
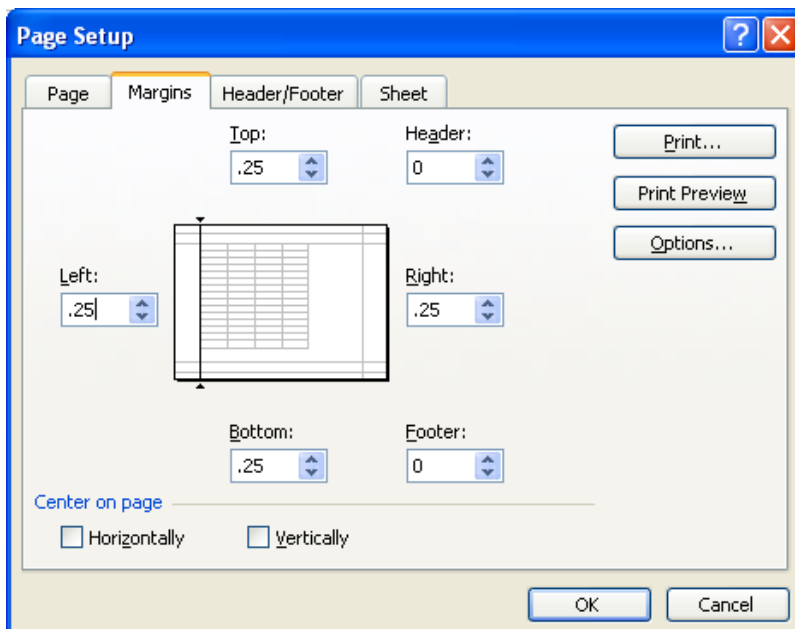
- Sheet Tab
    - To print column headings on each page click the Sheet tab
    - Type $1:$1 in the Rows to repeat at top field

Page Setup

Tabs: Page | Margins | Header/Footer | **Sheet**

Print area: [   ]

Print titles

Rows to repeat at top: [$1:$1]

Columns to repeat at left: [   ]

Print

- ☐ Gridlines   ☐ Row and column headings
- ☐ Black and white   Comments: [(None)]
- ☐ Draft quality   Cell errors as: [displayed]

Page order

- ◉ Down, then over
- ○ Over, then down

Buttons: Print... | Print Preview | Options... | OK | Cancel

Appendix 1

PROPID: Assessor's Office account number

MAPTAXLOT: Township, Range, Section, Lot Number – Assessor's map reference code

SUBDNUM: Subdivision code number – an Assessor's office system for referencing subdivisions (refer to Subdivision Number Key document)

MOBILEHOMEPARKCODE: an Assessor's office system for referencing mobile home parks

MAINTAREA: an Assessor's Office code which identifies the property type, the appraiser assigned to that area, the reappraisal cycle and the area of the county

PROPCLASS: A code assigned based on the type of property. (Refer to the Property Classes Key document)

ACRES: The total acreage of the property.

LANDSQFT: The total square feet of the property.

LANDSCHEDULE: A system by which the appraiser can determine consistent land values.

STATCLASS: A statutory classification system for identifying the improvements (structures) on a property. (Refer to the StatClassPropCode Key document)

SALEPRICE: The price the property sold for.

SALEDATE: The date the property sale was recorded in the County Clerk's office

SALETYPE: A code which refers to the parties involved in a sale or the type of property sold. (Refer to the Sales Code key document)

SITUSNUMBER: The house number of the property.

SITUSSTREET: The street name of the property.

SITUSCITYSTATEZIP: The city, state and zip code of the property.

DEEDBOOKANDPAGE: The reference number assigned with the deed was recorded in the County Clerk's office.

DEEDTYPE: The type of deed that was used to transfer title of the property. (Refer to the Deed Type Key document)

SELLERNAME: Name of the seller.

SELLERADDR1: This field can contain either the name of a second seller or the mailing address of the seller.

SELLERADDR2: This field can contain either the name of a third seller or the mailing address of the seller.

SELLERADDR3: This could contain the mailing address of the seller.

SELLERCSZ: City, state and zip code of the mailing address of the seller.

BUYERNAME: Name of the buyer.

BUYERADDR1: This field can contain either the name of a second buyer or the mailing address of the buyer.

BUYERADDR2: This field can contain either the name of a third buyer or the mailing address of the buyer.

BUYERADDR3: This could contain the mailing address of the buyer.

BUYERCSZ: City, state and zip code of the mailing address of the buyer.

YEARBUILT: The year the house/commercial building was built

BLDGSQFT: Total square footage of the building

LIVINGAREA: Square footage of livable area of the building. It does not include square footage of unfinished basements, attics or second stories.

FLOOR1SQFT: The total livable square footage of the first floor of the house.

FLOOR2SQFT: The total livable square footage of the second floor of the house. A second floor is defined as having _____

ATTICSQFT: The total livable square footage of the attic of the house. An attic is defined as having _____

BSMTFINISHEDSQFT: The total livable square footage of a finished basement.

BSMTUNFINISHEDSQFT: The total square footage of an unfinished basement.

QUALITYADJ: An adjustment made at the discretion of an appraiser as to the quality of the construction of the house.

ADDLPROPIDS: In some cases a tax lot may have more than one Property ID because the boundary line of a taxing district cuts through the tax lot. These additional Property ID's (accounts) enable the Assessor's Office/Tax Collector to collect the appropriate taxes for those different taxing districts.