Download a Report of Transactions and Filter by Status, Close Date, or Other Fields

SUMMARY

Download a spreadsheet of transactions for the current year, last year, or all-time. Then use Microsoft Excel (or your preferred spreadsheet software) to sort or filter by any transaction field.

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1. Download a Transaction Spreadsheet

Download a Transaction Spreadsheet

To download a Transaction spreadsheet:

1. **Click the Transactions page from the top menu.**

2. **Click the desired spreadsheet option from the Downloads section of the left menu.** Download transactions that were created in the current or previous year or click "Full Spreadsheet" to download transactions regardless of the year they were created.

3. **The spreadsheet will be downloaded to your computer.**

4. **Open the spreadsheet in Microsoft Excel or your preferred spreadsheet software.** Filter and sort as needed to view the desired transactions (e.g., sort by close date to view transactions based on their close date).

	A	B	C	D	E	F	G	H	
	Address	MLS/Transaction ID	Added On	Street	Zip	Location	Status	Side	Label
2	1234 Geronimo Lane	546546465	2016-09-01	1234 Geronimo Lane		Downtown Office	Closed	Listing	Resider
3	123 Demo Lane; Albany; OR 97321		2016-04-26	123 Demo Lane; Albany; OR 97321	97321	Downtown Office	Closed	Listing	Resider
4	1391 Kapiolani Blvd; Honolulu; HI 96814	932030	2016-09-01	1391 Kapiolani Blvd; Honolulu; HI 96814	96814	Downtown Office	Closed	Listing & Buying	Resider
5	4263 Merryvale Lane; Albany; OR 97321	2663768128	2016-07-05	4263 Merryvale Lane; Albany; OR 97321	97321	Downtown Office	Closed	Buying	Resider
6	4321 SE Hawthorne Blvd; Portland; OR 97215		2016-01-06	4321 SE Hawthorne Blvd; Portland; OR 97215	97215	Downtown Office	Closed	Listing	Resider
7	4578 East Plainsberry	836945	2016-04-27	4578 East Plainsberry		Bozeman	Closed	Listing	Resider
8	540 Main Street; Carlsbad; CA 90320		2016-06-30	540 Main Street; Carlsbad; CA 90320	90320	Downtown Office	Closed	Buying	Resider
9	8180 West 23rd Street; Albany; OR 97321		2016-05-20	8180 West 23rd Street; Albany; OR 97321	97321	Downtown Office	Closed	Listing	Resider
10	8300 East 1st Street; Fredricksburg; VA; 39202		2016-04-28	8300 East 1st Street; Fredricksburg; VA; 39202	39202	Downtown Office	Closed		Resider
11	8400 West 15th Street; Seattle; WA 93020	38929 / ML03020	2016-03-09	8400 West 15th Street; Seattle; WA 93020	93020	Downtown Office	Closed	Buying	Resider
12	8400 West Park Street; Albany; OR 97321		2016-07-26	8400 West Park Street; Albany; OR 97321	97321	Downtown Office	Closed	Listing	Resider
13	8450 West Park; Albany; OR 97321		2016-05-03	8450 West Park; Albany; OR 97321	97321	Downtown Office	Closed	Listing	Resider
14	8482 West Pima Blvd; Phoenix; AZ 93201	3093903	2016-02-26	8482 West Pima Blvd; Phoenix; AZ 93201	93201	Downtown Office	Closed	Buying	
15	8584 West 15th Street; Albany; OR 97321		2016-04-19	8584 West 15th Street; Albany; OR 97321	97321	Downtown Office	Closed	Listing	Resider
16	9450 West Park Street; Albany; OR 97321		2016-06-28	9450 West Park Street; Albany; OR 97321	97321	Downtown Office	Closed	Listing	Resider
17	BPO for 595 West 14th Street		2016-02-17	BPO for 595 West 14th Street		Downtown Office	Closed	Listing	
18	Referral - 139 West Park; Sally Roberts		2016-02-17	Referral - 139 West Park; Sally Roberts		Downtown Office	Closed	Buying	
19	Settlement		2016-02-01	Settlement		Bozeman	Closed	Listing	

Learn more about sorting and filtering in Excel. You may need to log in to a Microsoft account to access these tutorials:

Sort data in Excel in a range or table→   Sort a list of data in Excel for Mac→