

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.

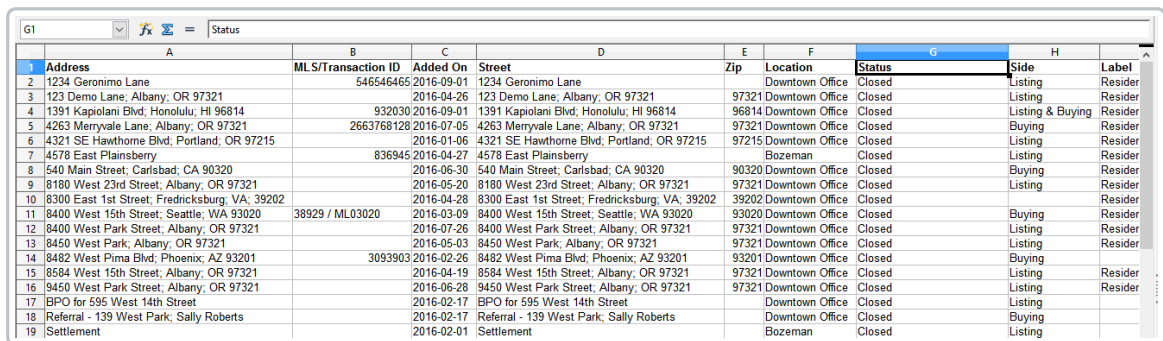
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[Download a Transaction Spreadsheet](#)

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	I
	Address	MLS/Transaction ID	Added On	Street	Zip	Location	Status	Side	Label
1	1234 Geronimo Lane	546546465	2016-09-01	1234 Geronimo Lane		Downtown Office	Closed	Listing	Resider
2	123 Demo Lane, Albany, OR 97321		2016-04-26	123 Demo Lane, Albany, OR 97321	97321	Downtown Office	Closed	Listing	Resider
4	1391 Kapolani Blvd, Honolulu, HI 96814	932030	2016-09-01	1391 Kapolani 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	Listing	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	Resider
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	Resider
18	Referral - 139 West Park, Sally Roberts		2016-02-17	Referral - 139 West Park, Sally Roberts		Downtown Office	Closed	Buying	Resider
19	Settlement		2016-02-01	Settlement		Bozeman	Closed	Listing	Resider

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→](#)

