1. How do I get two reports tabled on the same day to appear in the correct order?

The way you fix the order problem is NOT by changing the 'order' but rather by changing the published date of the two posts. Follow the directions below

Step 1: Click on the quick edit button in the post editor

Dashboard			
Jetpack	V		
Posts	All (12) Published (12)		
떟 Media	Bulk Actions Apply Show all dates		
Links	Portfolio Item		
Pages	Hong Kong At Night		
P Comments	Edi <mark> </mark> Quick Edit Trash View Purge from Page Cache		
HP Slides	Skyscrapers		

Step 2: Change Post Date

Dashboard Jetpack	🔊 Po	rtfolio Add New	
🖉 Posts	All (12) Published (12)		
ଜঃ Media	Bulk Actions	Apply Show all dates	
🖉 Links	Portfolio Item		
Pages	QUICK EDIT		
P Comments	Title	Hong Kong At Night	
HP Slides	Slug	hong-kong-at-night	
HP Highlights	Date	01-Jan 🗨 23 , 2012 @ 23 : 33	
🚊 Portfolio	Password	-OR- 🕅 Private	
Portfolio Add New	Cancel)	
Portfolio Categories	Skyse	crapers	

Look at the dates of your published posts and you can change them to reorder them.