Further Selection Criteria (Dynamic Selections)

The Further Selection Criteria function is also known as Dynamic Selections on some reports. This function allows a user to choose extra fields to supplement the standard fields shown on the initial screen of a report. Those extra fields allow the user to input additional selection criteria and narrow the scope of the report.

For example, the Dynamic Selections button can be used to select by Org. Unit / BFR Code (Organizational Unit) for University Project reports that do not have the Org. Unit/BFR field displayed on the initial screen. As another example, the function can be used to choose and input by Period for a line item report versus the Posting Date fields on the initial screen. In addition, this function can be used to select expenses by vendor for a line item report using vendor related fields like number or name (field names may vary).

The general steps for using this button are detailed in this section, as well as specific report scenarios outlined in the examples below.