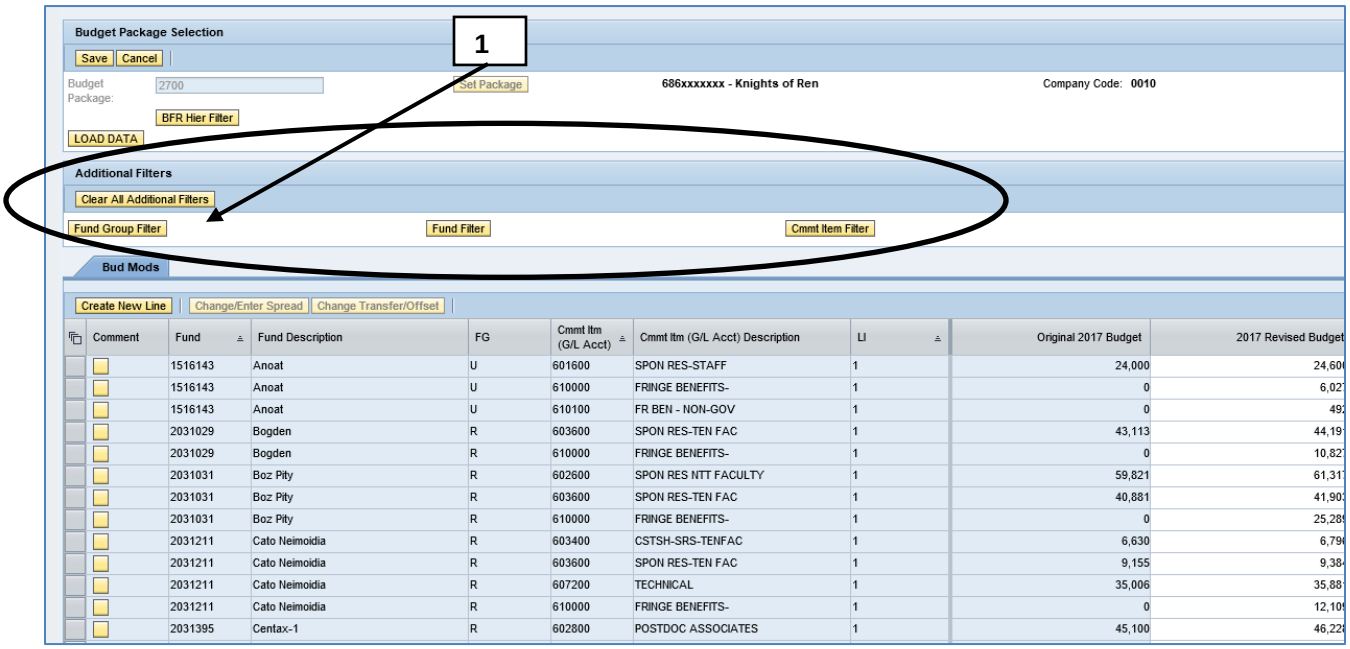
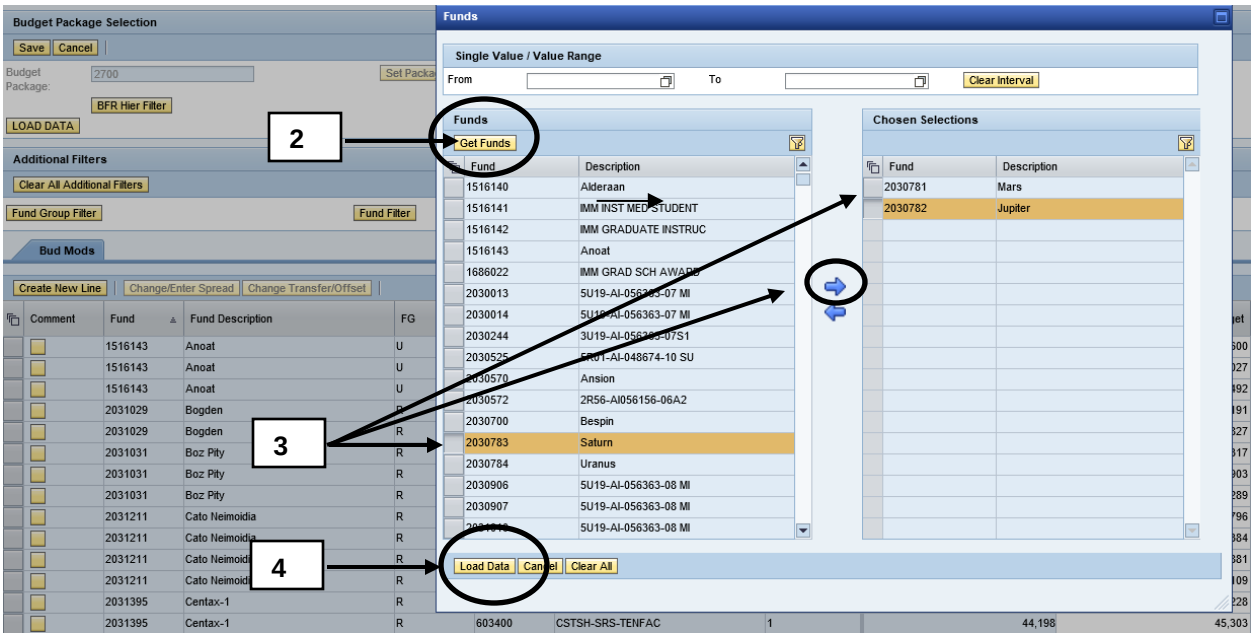
Using Additional Filters



1. To filter the data seen on the report and apply functions to that filtered data, use one of the filter function options listed below and follow the next steps to use the filter (once filtered, budget functions like Inflate will only apply to the filtered data).

   - If you wish to view and apply functions to the data by Fund Group, click the **Fund Group Filter** button.
   - If you wish to view and apply functions to the data by Fund, click the **Fund Filter** button.
   - If you wish to view and apply functions to the data by Commitment Item (GL Account), click the **Cmmt Item Filter** button.



2. In the resulting Single Value/Value Range, click the **Get…(name varies by filter)** button in the top left corner to populate the selection options below on the left side.

3. Move the desired item from the left column to the right column under Chosen Selections, as follows:
   - Click in selection box to highlight the desired choice(s) on the left.
   - Click the **Add** (right arrow) button.

4. Once items are listed under Chosen Selections, click the **Load Data** button.

5. Review the filtered data and apply budget functions to the filtered data as needed.

6. To remove a filter:
   - Repeat the steps above, highlight a chosen selection and use the **Remove** (left arrow) button to clear the filter
   - OR use the **Clear All Additional Filters** button (above Filter buttons) to remove all filters at once.