Using Additional Filters

**Note:** A filter allows you to work with a filtered amount of loaded data. Using a filter basically loads the data again based on the filter chosen versus displaying and working with ALL the loaded data. Therefore, any functions, like Inflate, will apply only to the filtered data that is displayed.

**Fund Group Filter**

1. To filter and load data for certain fund groups, click on the **Fund Group Filter** button as summarized below (see Budget Tool Basics Guide for detailed steps on using additional filters).
   - Enter a single Fund Group value or range of values if known.
   - OR
   - To find a Fund Group and select, use the **Get Fund Group** button to populate all the Fund Groups available for the data.
   - Select one or more Fund Groups from the left side and use the **Add** button to move to the right side under Chosen Selections.
   - Click the **Done** button.

2. Review the filtered data that is now loaded in the layout.
Fund Filter

1. To filter and work with certain Funds within the loaded data, use the **Fund Filter** button (functions like Inflate will only apply to the filtered data).

2. Select the desired Fund by either:
   - Enter a single Fund or range of Funds if known, or populate them by selecting from the drop-down menu. **OR**
   - Find a Fund and select, use the **Get Funds** button.
     - Select one or more Fund from the left side and use the **Add** button to move the selection to the right side under *Chosen Selections*.
   - Click the **Done** button.
   - Click **Load Data**.

3. Review the filtered data that is now loaded in the layout.
To filter and work with certain Commitment Items (G/L Accounts) within the loaded data, use the **Commitment Item Filter** button (functions like Inflate will only apply to the filtered data).

Select the desired Commitment Item by either:

- Enter a single Commitment Item or range of Commitment Items if known, or populate them by selecting from the drop-down menu. **OR**
- Find a Commitment Item and select, using the **Get Cmmt Item** button.
- Select one or more Commitment Items from the left side and use the **Add** button to move the selection to the right side under **Chosen Selections**.
- Click the **Done** button.
- Click **Load Data**.

Review the filtered data that is now loaded in the layout.