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.