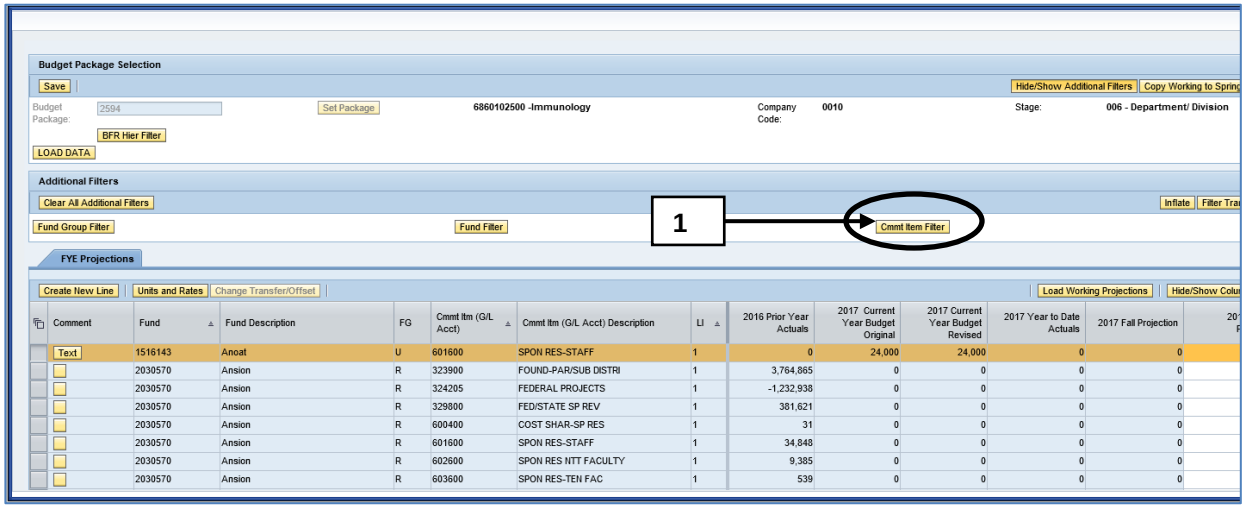
# Fall and Spring Projections (cont.)

## Commitment Item Filter




1. 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).

2. 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**.

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