Using the Funnel to Find Line Items

The Funnel button works like a Find button to visually locate and display one or more line items and work individually with those line items. This button is available in all layouts and Budget tool functions.

**IMPORTANT:** While this button funnels the view of the data displayed on the layout to just the line items that meet the search criteria, functions like Inflate will still apply to ALL loaded data. So this button DOES NOT work like the Additional Filter buttons outlined in the previous chapter of this guide. Again, the Funnel button is ideal for entering the budget on each line item and for finding certain line items easily.

1. To find certain lines and funnel the view of the data displayed in the layout to just those lines, click on the Funnel button.
2. Notice the white line item that’s added at the top of the layout with empty fields under each column.

3. Enter text or numeric values in white fields under a column to find line items with matching values in the layout, as outlined below:
   - Use the * asterisk as a wild card along with text or numbers (in this example, *Jappe* is entered in Fund Description field).
   - Use one or multiple fields to find line items (in this example, 645000 also entered in the Commitment Item (G/L Acct) field).
   - Other examples include entering a 7 digit fund/cost object in the Fund field or even entering **Text** in the Comment column field to see all the line items with comments entered (see Tips for Entering Data for how to enter Comments).

4. Press **Enter** on the keyboard to find the matching line items for the values entered.
5. Review the funneled results of just the line items meeting the search / find criteria entered on the white input line.

Note: While this button funnels the view of the data displayed on the layout to just the line items that meet the search or find criteria, functions like Inflate will still apply to ALL loaded data. So this button DOES NOT work like the Additional Filter buttons outlined in the previous chapter of this guide. Again, the Funnel button is ideal for entering the budget on each line item and for finding certain line items easily.
6. To remove the funneled results and return to ALL the loaded data:
   - Delete values and press Enter on the keyboard
   - OR
   - Click on the **Funnel** button in the upper right corner of layout again, which removes both the white input row and the funnel.

7. Review the results showing funneled data view is gone and all loaded data is now displayed in the layout again.

   **Note:** Comments are not permanently saved in the layout until the layout is saved.