

Filtering Data

Process: Business Objects (BOBJ) Web Intelligence can be used to display a report. Reports can contain data from databases, such as Business Warehouse, Oracle, GRADS, Remedy, etc. Reports can contain data tables, graphs, charts, and sub-reports. The following steps will show you how to filter data in a report.

Note: For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the *myHelp* web site.

Role: Authorized Users

Frequency: When needed

Filtering Data in a Report

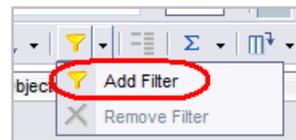
Click on the column heading you want to filter



Click **Apply Filter**

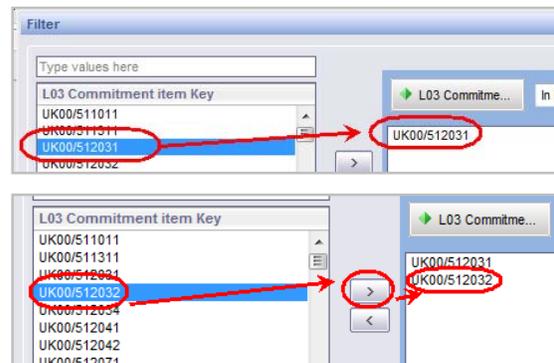


Select **Add Filter**

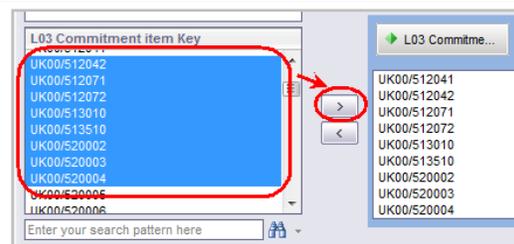


Select the filter values by either:

- Double-clicking on it in the left-side window
- **Or** highlighting it and clicking on the **Add**



Note: If the values are listed sequentially, you can highlight the top value, hold down the **CTRL** or **Shift** key, and click on the bottom value, before clicking on **Add**



Filtering Data

After selecting all the values on which you want to filter, click **OK**

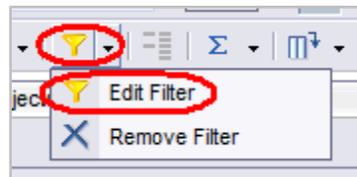


Note: The results will be displayed.

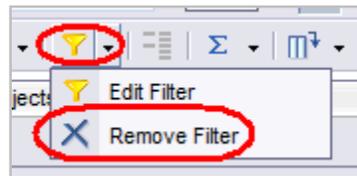
Funds Center Balances: Budget vs Actual

Funds Center Key	L02 Commitment Item Key	L03 Commitment Item Key	Original Budget	Annual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual
UK00/1012003910	UK0051	UK00/511011	1,007,291.98	1,007,291.98	728,969.23	132,673.13	£
UK00/1012003910	UK0051	UK00/512031	57,690.1	57,690.1	26,744.43	4,092.31	
UK00/1012003910	UK0051	UK00/512032			7,700.39	304.67	
UK00/1012003910	UK0051	UK00/512034			431.2	42.34	
UK00/1012003910	UK0051	UK00/512041	46,051.2	46,051.2	21,420.45	3,321	
UK00/1012003910	UK0051	UK00/512042			5,856.03	221.4	
UK00/1012003910	UK0051	UK00/512071	48,407.04	48,407.04	21,544	2,849.74	
UK00/1012003910	UK0051	UK00/512072			6,693.44	183.36	
UK00/1012003910	UK0051	UK00/513010	206,250	206,250	131,093.75	22,465.3	
UK00/1012003910	UK0051	UK00/513510				-500	

To edit the filter, click **Apply Filter** and select **Edit Filter**

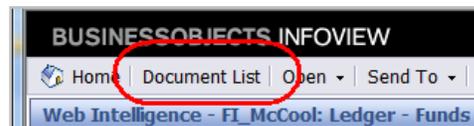


To remove the filter, click **Apply Filter** and select **Remove Filter**

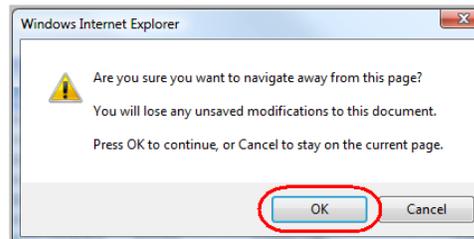


Exiting the Report and Business Objects

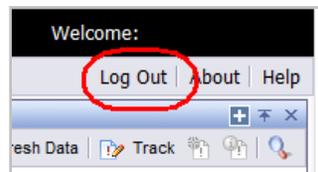
To select a different report, click **Document List**



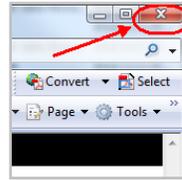
Note: If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.



To exit the report and Business Objects, click **Log Out**



Click to close the window



Click **Launch Pad** to return to the main *myUK* tab

