

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

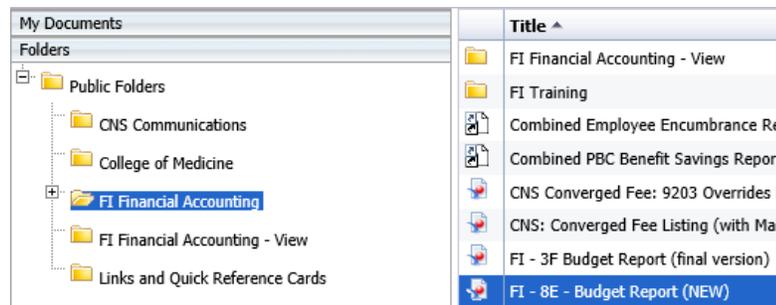
**Note:** For details on other Business Object report processes, check out other BOBJ (Business Objects) QRCs or course manuals on the *myHelp* web site.

**Role:** Authorized Users

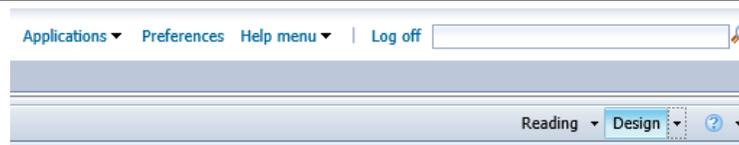
**Frequency:** When needed

## Filtering Data in a Report

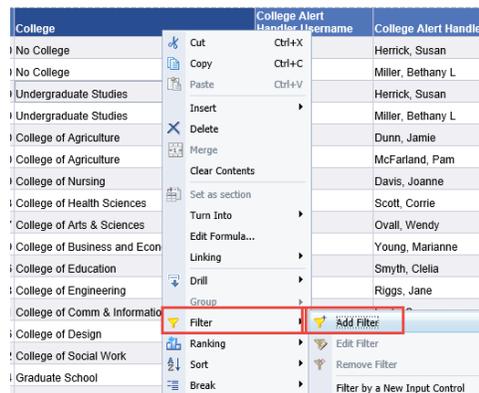
Open the Business Objects report by drilling down in the folders and double-clicking on the report.



Switch to **Design Mode**



Right-click on the column heading you want to filter



Select **Filter**

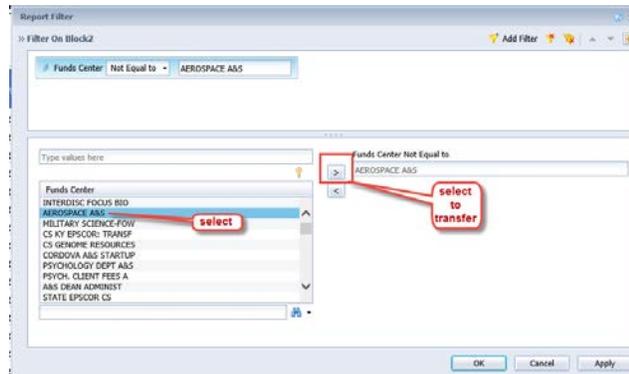
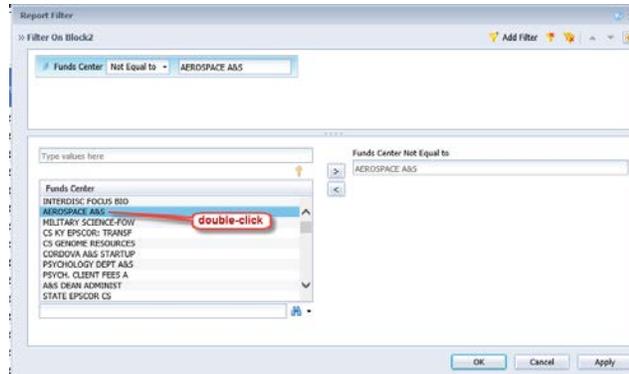
Select **Add Filter**

Select the filter values by either:

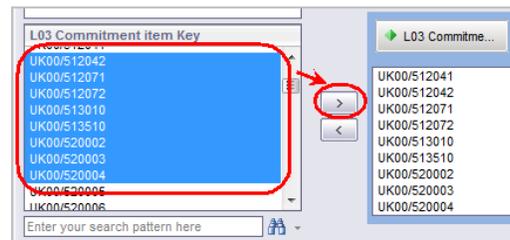
- Double-clicking on a value in the window

Or

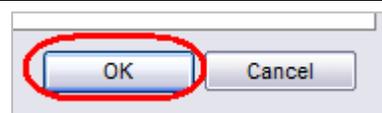
- Highlight a value and select the **Move** button



**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 the **Add** button



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



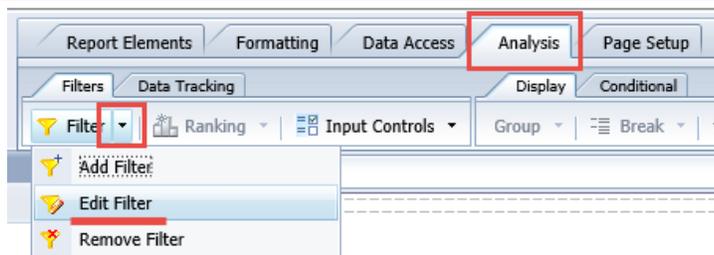
**Note:** The results will be displayed in the report

**Funds Center Balances: Budget vs Actual**

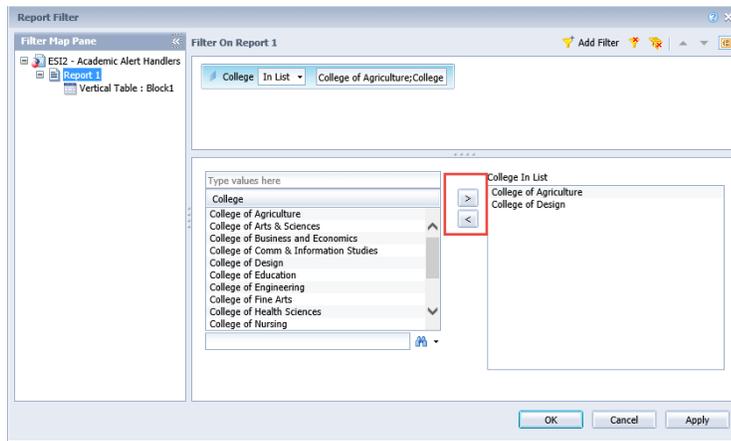
Funds Center Key	L02 Commitment Item Key	L03 Commitment Item Key	Original Budget	Annual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual
UK00/1012003910	UK0051	UK00/511011	1,007,291.98	1,007,291.98	728,969.23	132,673.13	£
UK00/1012003910	UK0051	UK00/512031	57,690.1	57,690.1	26,744.43	4,092.31	
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 Filter

- Select the **Analysis** tab
- Select the Filter dropdown
- Select **Edit Filter**

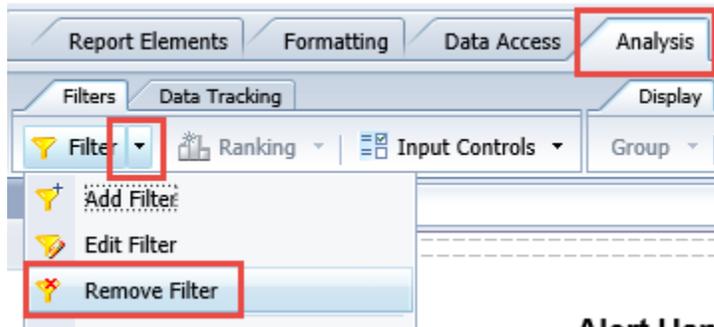


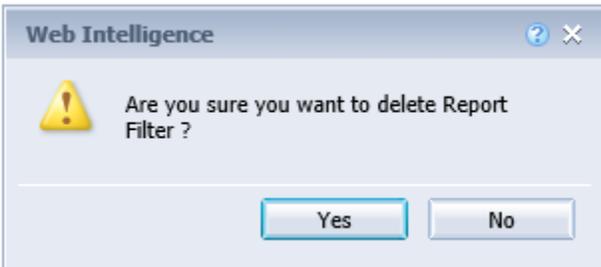
Move values to the right or left using the Move buttons  
Select **OK** to continue



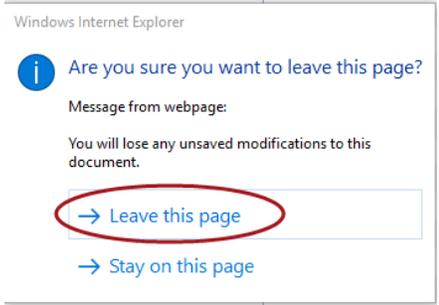
To Remove Filter

- Select the **Analysis** tab
- Select the Filter dropdown
- Select **Remove Filter**



<p>Select <b>Yes</b> to continue</p> <p>The report will return to its previous state</p>	
--	--

## Exiting the Report and Business Objects

<p>To exit the report and Business Objects, click <b>Log Off</b></p>	
<p>If you receive this message window:</p> <ul style="list-style-type: none"> <li>Select <b>Leave this page</b></li> </ul>	
<p>Click "X" to close the window</p>	
<p>Select <b>Launch Pad</b> to return to the main <i>myUK</i> tab</p>	