

## **FILTER FUNCTIONALITY**

Each report, in the Endowment Reporting application, includes a Filter Options page. Filters, on this page, give users the ability to choose which data is included or excluded in the report. Filter choices are dependant on the data contained in the report (e.g. fiscal year; program code; Raiser's Edge ID, Chart 1 or 2, etc.).

### **Display All Report Data**

To display all information in a report, click the fiscal year/period drop down arrow; and choose the appropriate fiscal year/period. To generate your report, click the execute button in the bottom right corner of the filter options screen.

### **Display Specific Report Data**

Filters containing functionality that provide users the ability to add or exclude data displayed in a report and are illustrated below:

- At the bottom of each filter, there are two radio buttons. The '=' radio button indicates data to be included in the report; '<>' indicates data not to be included in the report.

