Introduction

Process and Trigger

The Filter function operates on report Characteristics – the variables listed in the **Rows** and **Free Characteristics** area of most BW reports. Filtering can be used to display or hide specific values. The Condition function provides a similar filtering capability when working with Key Figures. This document describes how to use Condition to filter a Key Figure based on a specific threshold amount.

Prerequisites

None

Menu Path

None

Transaction

None

Tips and Tricks

- Conditions do not operate on *Results* (subtotal) lines. To view the effect a condition has on your data, you may need to remove any *Results* lines.
- At times you may need to use your scrollbar to view additional information.
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

Reports

None

Procedure

Business case: you have run a report that results in several pages of data. You are searching for a set of specific Key Figure values among all those displayed in the report.

Example: you want to identify all non-zero commitment amounts. Conceptually, you want to filter a Key Figure to find everything with a value greater than $0. However, it isn't possible to use the **Filter** function when dealing with Key Figures. Instead, it is necessary to use the **Condition** function.

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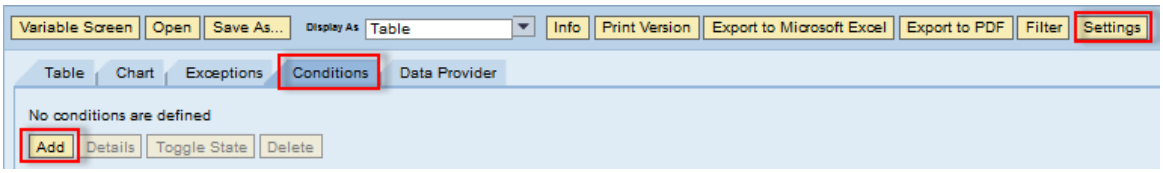
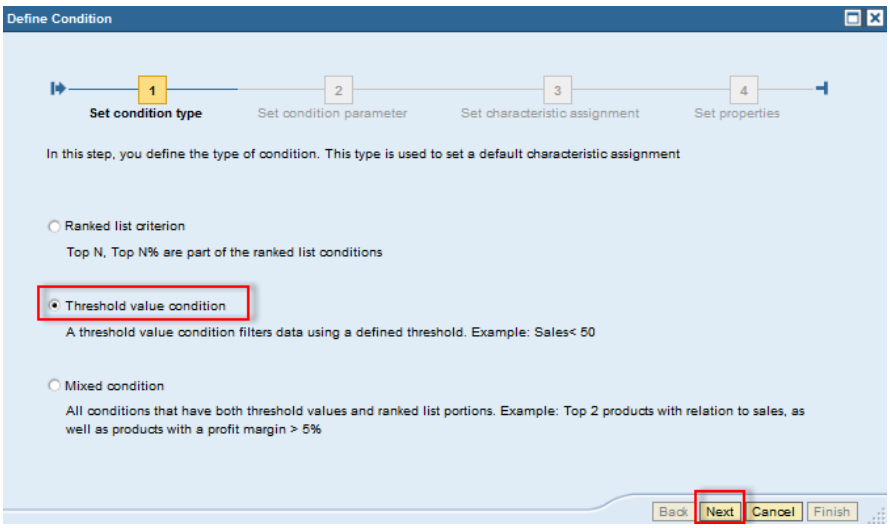
		Commitments CYTD 000/2012 - 012/2012
GL/Commitment item		$
510010	SUPPLIES	0.00
510030	CONS SUPPL-OFFICE	0.00
510040	CONS SUPPL-RES LAB	3,488.49
510046	CONS SPL GENOMIC NON	
510050	CONS SUPPL-RES AN RS	0.00
513500	TRAVEL - DOMESTIC	
515000	CNTR SVCS-OTHER	0.00
515520	CNTR SVCS-MONIT TSTG	80.00
860100	F&A EXTERNAL	
860200	FRINGE ALLOC EXTERNL	
893480	ISR: LASC (PER DIEM)	206.10
893485	ISR: LASC (SPEC SERV	0.00

Given this set of report data, the goal is to hide any line with a value of zero dollar value in the **Commitments CYTD** column.

Procedure

1. Click the **Settings** button
2. Click to select the **Conditions** Tab
3. Click the **Add** button to add a new condition





4. Select *Threshold value condition*
5. Click **Next**

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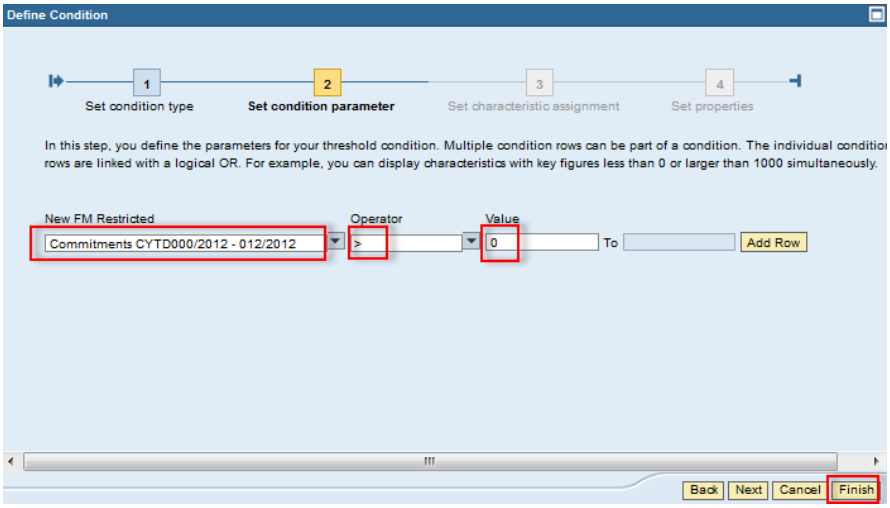
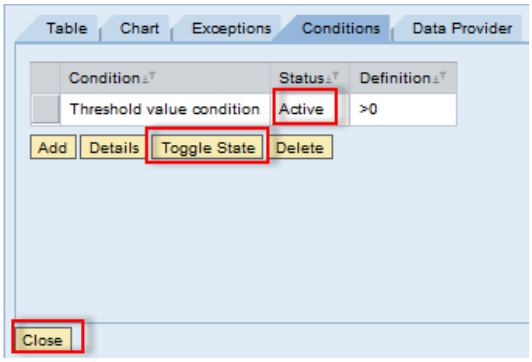


6. Specify threshold condition

In this example, we will select all values greater than zero for the **Commitments CYTD** Key Figure

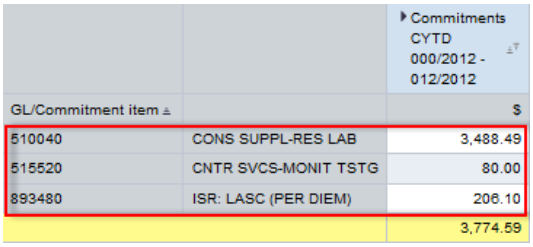
To specify additional condidtions, use the **Add Row** button

7. Click **Finish**



The completed Condition is initially set to Active. You can turn the Condition off at any time by first clicking to select it, then click **Toggle State**.

Click **Close** to close the Settings window.



Conditions do not operate on *Results* (subtotal) lines. To view the effect a condition you create has on your data, you may need to remove any *Results* lines.

Results and Next Steps

None

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