Introduction

Report Dimensions can be displayed in one of several forms. For example, consider how the CAS Physics department Funds Center can be represented:

ID only: 1202190000

Description only: CAS Physics

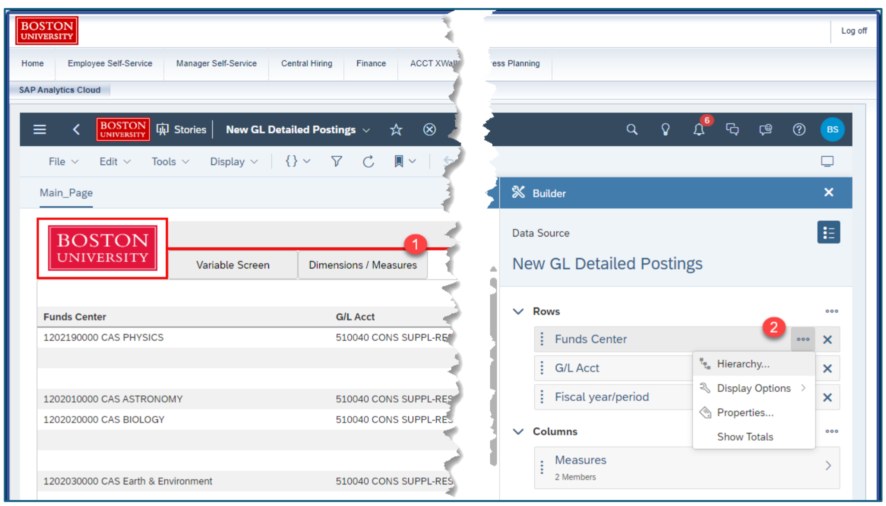
ID and Description: 1202190000 CAS Physics

The form in which a Dimension is initially displayed may not be what you want or need. This Help Guide explains how to change the display properties to meet your needs.

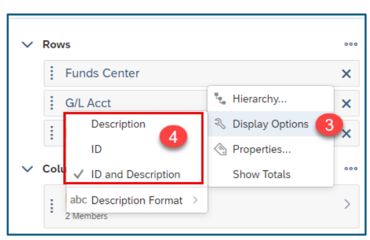
Set display properties via the Builder

Suppose you have run a report showing multiple Funds Centers that you are responsible for. The default form of disply in this report is *ID* plus *Description*, but you need only the *ID*. To make this change:

1. Click the Dimensions/Measures button to display the *Builder*[1].
2. Hover your cursor over **Funds Center** to display an ellipsis. Click on the ellipsis.

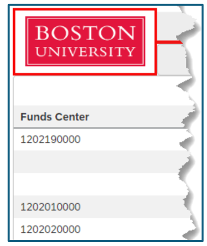


3. Move your cursor over *Display Options* to reveal format options. Note the checkmark next to *ID and Description*, indicating that both elements are currently visible.
4. Select an option. For this example, choose *ID*.



[1] The Dimensions/Measures functions, including the Builder, are described in detail in the Help Guide [SAC how to - add-move-remove report data](#).

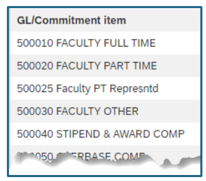
This is the partial result.



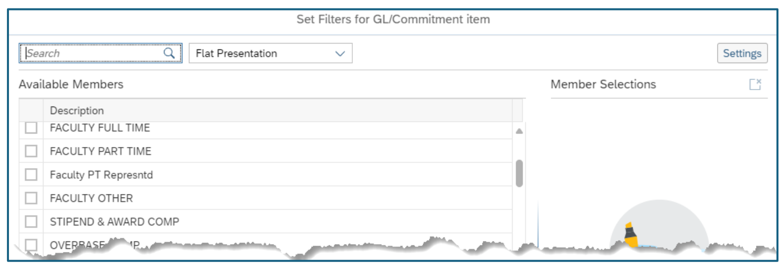
Set display properties when filtering data (Settings button)

Another way in which you might want to change a Dimension's display properties arises when filtering data. As before, the best way to illustrate this is by providing an example.

Suppose you want to view only data in your report associated with consumable supplies. You're familiar with these items via their GL account numbers, 510010 – 510050.

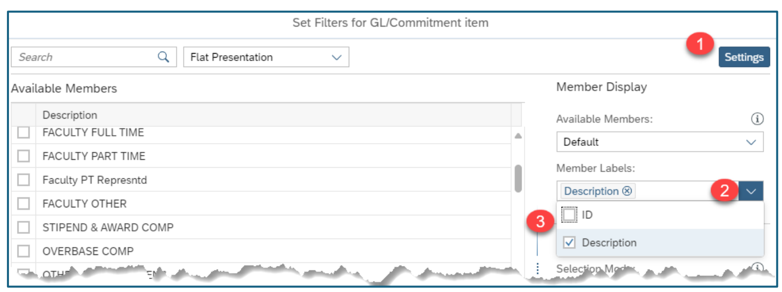


When you attempt to apply a filter to **GL/Commitment Item**, however, only descriptions are available. GL account numbers are not visible.



To add numbers to the display,

1. Select the **Settings** button.
2. Click the *Member Labels* drop-down.
3. Check the *ID* checkbox.



With numbers now visible, it becomes a simple matter to scroll through the list and select items to be filtered.