

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

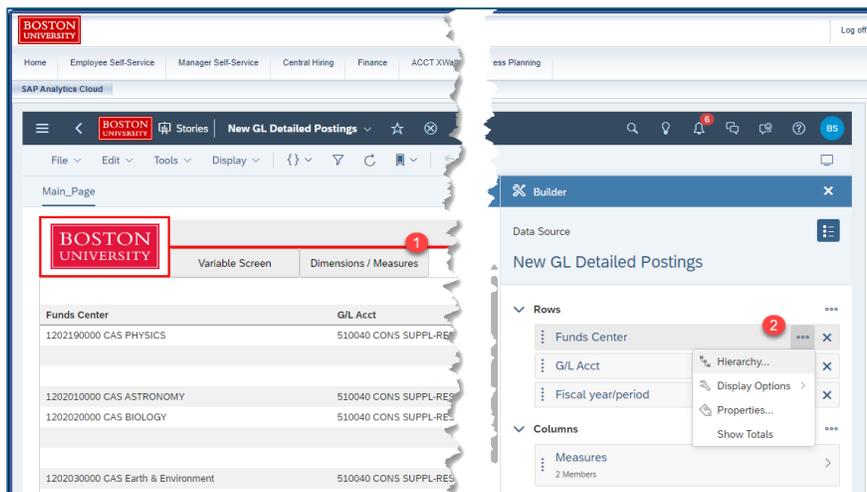
ID and Description: 1202190000 CAS Physics

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.

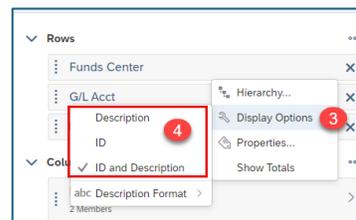
Set display properties via the Builder

Suppose you have run a report showing multiple Funds Centers that you are responsible for. The default form of display 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.



Funds Center
1202190000
1202010000
1202020000

Set display properties when filtering data (Settings button)

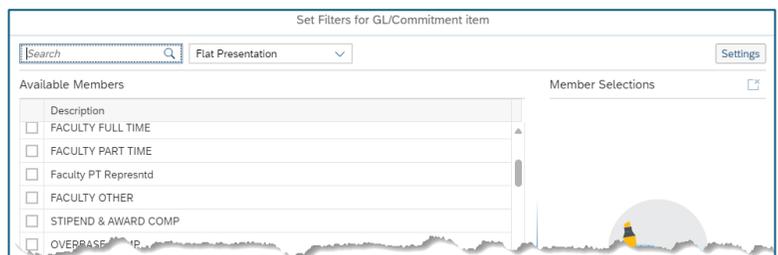
Another way in which you might want to change a Dimension's display properties arises when filtering data. As before, the best way to illustrate this is by providing an example.

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.



GL/Commitment item
500010 FACULTY FULL TIME
500020 FACULTY PART TIME
500025 Faculty PT Representd
500030 FACULTY OTHER
500040 STIPEND & AWARD COMP
500050 OVERBASE COMP

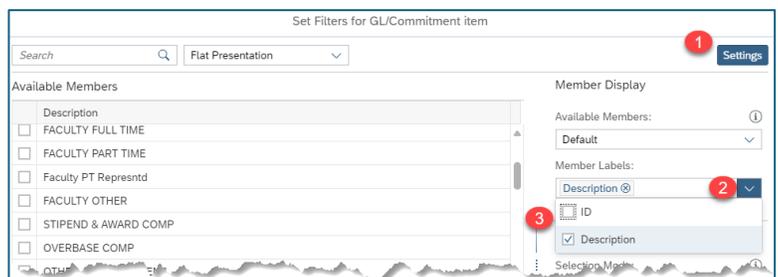
When you attempt to apply a filter to **GL/Commitment item**, however, only descriptions are available. GL account numbers are not visible.



Available Members	Member Selections
<input type="checkbox"/> FACULTY FULL TIME	
<input type="checkbox"/> FACULTY PART TIME	
<input type="checkbox"/> Faculty PT Representd	
<input type="checkbox"/> FACULTY OTHER	
<input type="checkbox"/> STIPEND & AWARD COMP	
<input type="checkbox"/> OVERBASE COMP	

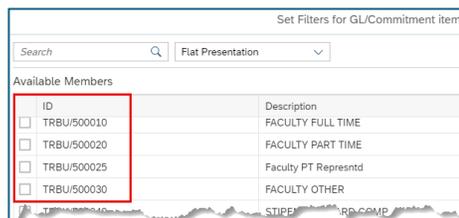
To add numbers to the display,

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



Available Members	Member Display
<input type="checkbox"/> FACULTY FULL TIME	Available Members: Default
<input type="checkbox"/> FACULTY PART TIME	Member Labels: Description
<input type="checkbox"/> Faculty PT Representd	<input checked="" type="checkbox"/> ID
<input type="checkbox"/> FACULTY OTHER	<input checked="" type="checkbox"/> Description
<input type="checkbox"/> STIPEND & AWARD COMP	Selection Mode: []
<input type="checkbox"/> OVERBASE COMP	

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



ID	Description
<input type="checkbox"/> TRBU/500010	FACULTY FULL TIME
<input type="checkbox"/> TRBU/500020	FACULTY PART TIME
<input type="checkbox"/> TRBU/500025	Faculty PT Representd
<input type="checkbox"/> TRBU/500030	FACULTY OTHER
<input type="checkbox"/> TRBU/500040	STIPEND & AWARD COMP
<input type="checkbox"/> TRBU/500050	OVERBASE COMP