

## COMMON FILTER COMBINATIONS

FILTER BY	FILTER NAME	FIELD TYPE	LOGIC	VALUE
<i>What to filter on</i>	<i>Filter name on Filters tab</i>	<i>Field may have different field types to designate numbers vs. text</i>	<i>Logic that you want to use</i>	<i>Value that you want to filter on</i>
<b>Cardmember Name</b> <i>Select: Last Name</i>	<b>Cardmember</b>	<b>ID</b>	<b>Equals</b>	<b>SMITH</b>
<b>Cardmember Number</b> <i>Select: Cardmember Acct.#</i>	<b>Cardmember</b>	<b>DISPLAY REPORT</b>	<b>Equals</b>	<b>3899-123456-12345</b>
<b>Supplier Name</b> <i>Select: Supplier Name</i>	<b>Supplier</b>	<b>ID</b>	<b>Contains Begins with Like</b>	<b>UBER STARBUCKS *WAL*MART*</b>
<b>Supplier Number</b> <i>Select: Supplier No.</i>	<b>Supplier</b>	<b>ID</b>	<b>Equals</b>	<b>123456</b>
<b>Supplier Numbers</b> <i>Select: Supplier No.</i>	<b>Supplier</b>	<b>ID</b>	<b>In List</b>	<b>123456,123789,123909</b>
<b>Supplier Chain</b> <i>Select: Chain</i>	<b>Supplier</b>	<b>DESC</b>	<b>Contains Begins with Like</b>	<b>UBER STARBUCKS *WAL*MART*</b>
<b>Cost Center</b> <i>Select: Cost Center</i>	<b>Cost Center</b>	<b>ID</b>	<b>Equals</b>	<b>20483</b>
<b>Employee ID</b> <i>Select: Employee ID</i>	<b>Employee ID</b>	<b>ID</b>	<b>Equals</b>	<b>382593</b>
<b>Charges greater than \$1000</b> <i>Select: Debit Amount</i>	<b>Amount</b>		<b>Greater than</b>	<b>1000</b>