

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>
Cardmember Name <i>Select: Last Name</i>	Cardmember	ID	Equals	SMITH
Cardmember Number <i>Select: Cardmember Acct. #</i>	Cardmember	DISPLAY REPORT	Equals	3899-123456-12345
Supplier Name <i>Select: Supplier Name</i>	Supplier	ID	Contains Begins with Like	UBER STARBUCKS *WAL*MART*
Supplier Number <i>Select: Supplier No.</i>	Supplier	ID	Equals	123456
Supplier Numbers <i>Select: Supplier No.</i>	Supplier	ID	In List	123456,123789,123909
Supplier Chain <i>Select: Chain</i>	Supplier	DESC	Contains Begins with Like	UBER STARBUCKS *WAL*MART*
Cost Center <i>Select: Cost Center</i>	Cost Center	ID	Equals	20483
Employee ID <i>Select: Employee ID</i>	Employee ID	ID	Equals	382593
Charges greater than \$1000 <i>Select: Debit Amount</i>	Amount		Greater than	1000